



## Job Posting

**Position:** Administrative Assistant

**Department:** Community Services

**Department Term:** Permanent Full Time – 40 hours per week

**Start date:** ASAP (or until position is filled)

**Wage:** Commensurate with experience, as per salary range for Grade 4 level employee in UNB Personnel Policy

**Reports to:** Director, Community Services

**Role:** The Administrative Assistant performs complex office work through handling a variety of office, administrative, and communication duties on behalf of the Director, Community Services.

### Key Responsibilities:

- Assists and provides administrative assistance to the Director of Community Services. Accommodate travel for Director/coworkers (within the department.)
- Implements and maintains a Records-Management/Filing System that: enables expedient retrieval of organizational documents, records, and reports.
- Maintains Asset Management systems for all Upper Nicola Band assets.
- Loads water sampling data to Compliance 365.
- Maintains office calendar to track and coordinate meetings, work demands and critical deadlines.
- Performs general clerical duties including; photocopy, faxing, A/Ps, notices and mailing. Creates/drafts/letters, memos, correspondence, Budgets, as well as responses to correspondence received, for approval by supervisor. Inventory on the PPE/office supplies/forms (Transfer station/fuel). Plan community events, within the department and in coordination with other departments.
- Possible training opportunities: Xyntax Training, McSAM, Assetplanner, Computer Training, Emergency Operations Management, Budgeting, Compliance 365, FireSmart, and minute taking.

### Qualifications/Experience:

- Grade 12 education or equivalent
- Diploma in Business Administration or equivalent
- Experience in working with community members. Experience in a First Nations environment
- Reliable vehicle. Valid BC Driver's License

### Knowledge/skills/abilities

- Good verbal and written communication skills
- Good organizational skills and attention to detail to achieve desired results
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information
- Possess strong computer skills using MS Office software
- Reliability and dependability. Self-motivated and an ability to work independently
- Good interpersonal skills. Ability to work in a team orientated environment
- Flexibility is a must to adapt to changing work priorities
- Good judgement and problem-solving skills must be exercise at all times. Continuous learning

Send cover letter and resume by via hand delivery, mail, or e-mail, to:

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0 [hr@uppernicola.com](mailto:hr@uppernicola.com)

**Upper Nicola Band thanks all applicants. Only those short-listed for an interview will be contacted.**