



Job Posting

Position: Lands, Wills & Estates Assistant

Department: Lands, Wills & Estates

Department Term: Temporary Full Time – 32 hours per week
(Funding based position – potential for extension)

Start date: ASAP (or until position is filled)

Wage: Grade 3

Reports to: Lands Manager

Role: The Lands, Wills & Estates Assistant performs complex office work through handling a variety of office, administrative, and communication duties on behalf of the Lands Manager.

Key Responsibilities:

- Assist and provide administrative support to the Lands Manager.
- Implement and maintain a Records-Management/Filing system within the Laserfiche program, that allows the expedient retrieval of organizational documents, records, and reports.
- Maintains an office calendar to track and coordinate meetings, work demands and critical deadlines.
- Performs general clerical duties including photocopying, scanning, emailing, and mail.
- Drafting correspondence, notices, posters.
- Organizing meetings and events.
- Conducting research and assisting with creating reports.

Qualifications/Experience:

- Grade 12 education or equivalent – preferred.
- 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.
- Excellent research capabilities.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Possess strong computer skills using MS Office software and specialized 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

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