

Employment Opportunities 2023

Upper Nicola Band has two job opportunities through the Skills Link Program. The position are as follows:

<u>Skills Link Employment Opportunities</u>	
Wage: Dependant upon Position and available Funding.	
Start Date: November 13, 2023	End Date: March 8, 2024

Labourer – Maintenance -One Position available: Reporting to the UNB Director of Community Services; the Labourer-Maintenance will assist with the Community Services Department. Labourer-Maintenance will perform duties which could include lawn maintenance, cleaning up worksites, assisting tradespeople on-site, handle and transport materials and equipment and using power tools and machinery when needed. Other duties as assigned.

Qualifications: Proven leadership skills: strong written and verbal communication skills, reliable transportation, strong time management, and organizations skills.

Office Assistant – One Position Available: Reporting to the Office Manager, the Perform the duties the skills for Office Assistant. Assists the with Department in organizing and managing the Office support systems of the Managers in a manner that maximizes effectiveness and efficiencies. Implements and maintains a confidential records-management/filing system that: enables expedient retrieval of organizational documents, records, and reports. Maintains of office calendar to tack and coordinate meetings, work demands and critical deadlines. Performs general clerical duties including photocopy, A/Ps, notices, and mailing. as well as responses to correspondence received, for approval by supervisor.

Qualifications: Proven leadership skills: strong written and verbal communication skills, reliable transportation, strong time management, and organizations skills.

Please send current resume and cover letter to:
Upper Nicola Band, HR Manager,
General Delivery, Douglas Lake, BC, V0E 1S0
Apply either in person, or by email: hr@uppernicola.com

Deadline to apply: November 3, 2023