



# Upper Nicola – N'kwala School

## Administrative Assistant

The Administrative Assistant performs complex office work through handling a variety of office, administrative and communication duties on behalf of the Principal.

### Required Qualifications:

1. Completion of Grade 12 education plus a certificate in office administration is required.
2. Minimum of 2-3 years of related experience working with senior personnel or in a school setting is required.
3. Computer training is required (specifically Microsoft Office).
4. Accounting classes/diploma would be an asset.
5. A current First Aid certificate is required.

### Recommended Qualifications:

- Ability to operate a range of office equipment and to maintain current with technology (excellent working knowledge of the Microsoft Office in particular, Word & Excel) and ability to learn other software applications such as Xyntax.
- Knowledge of administrative services, processes, and procedures.
- Knowledge of general principles and practices regarding document and file management, including tracking approaches and systems, confidentiality, and security.
- Ability to prepare reports and compose letters from general instruction.
- Ability to interpret school policies, regulations, procedures, and functions applicable to administration function.
- Ability to prepare correspondence, presentations, and other material.
- Ability to arrange meetings, engagement sessions, conferences, etc. including all aspects of logistics, document, and materials, etc
- Salary Level of Grade 3 as per the Upper Nicola Band salary scale

Start date: ASAP.

Professional Development opportunities during the summer may be required.

For further information about this role, please contact Principal, Tyler Ernst at 250-350-3370 or email: [principal@uppernicola.com](mailto:principal@uppernicola.com)

Please send cover letter and resume to Human Resources, General Delivery, BC V0E 1S0, or [hr@uppernicola.com](mailto:hr@uppernicola.com) Position closes when filled.

N'kwala School thanks all those interested but only those selected for an interview will be contacted.