



Tk'emlúps te Secwépemc
(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE: SECRETARY TO CHIEF AND COUNCIL
DEPARTMENT: ADMINISTRATION
SUPERVISOR: HUMAN RESOURCE/ADMIN MANAGER
TERMS: FULL TIME (MATERNITY BACKFILL – December 2018)
JOB REFERENCE#: 2017 - 093

The Secretary to Chief and Council is responsible for various confidential secretarial tasks to ensure the Chief and Council has full support from the Administrative department. This includes the coordination, preparation, completion of specialized correspondence and documents to ensure confidential, efficient, effective and successful communication to the Chief and Council for the TteS.

The incumbent works independently for the Chief and Council and reports to the Executive Secretary. This position is client centered and is expected to operate with the highest level of confidentiality when performing specialized clerical tasks for the Chief and Council.

DUTIES AND RESPONSIBILITIES:

- Provides professional, confidential, and clerical support to Chief and Council in accordance with the approved practices, policies, budgets, standards and guidelines.
- Types documents from copy or draft to completion.
- Types and records information on a variety of activities and answers follow-up inquiries
- Composes and types correspondence using standard formats.
- Prepares purchase orders.
- Schedules and reserves airline and hotel accommodations and other travel arrangements for Chief and Council.
- Prepares and submits cheque requisitions and reimbursements for travel for all Council members.
- Documents vacation schedules and absences for all members of Chief and Council.
- Maintains and creates filing systems according to established procedures.
- Receives visitors, answers varied inquiries, over phone or in person, explaining policies and procedures.
- Maintains and orders office supplies for Chief and Council and Administration.
- Supports Executive Secretary when absent including; schedules and maintains calendar for conference room bookings.
- Provides back-up Reception support when required.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to improve quality services.

- Assists in the preparation of the General Band Meeting and Chief and Council information packages to be distributed to members by mail and or home delivery.
- Assists the Chief and Council meeting agendas and information packages in support of the agenda.
- Assists with all aspects of scheduling Council meetings, special meetings and General band meetings.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Other related duties as required.

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience

An Office Administration Diploma or Certificate and 2-year clerical/administrative support experience or an equivalent combination of education and/or training.

Experience/training in keyboarding, word processing, spreadsheet, the Internet, databases and other standard computer applications.

Must possess a minimum of 50 to 60 words per minute keyboarding speed.

Must pass Criminal Record Check.

Skills and Abilities

- Good oral and written communication skills.
- Ability to listen, understand and carry out instructions.
- Advanced computer skills in Microsoft Word and Microsoft Outlook.
- Strong organizational and planning skills.
- Proven ability to execute advanced office procedures and practices.
- Strong filing skills.
- Ability to take initiative and work within strict timelines.
- Strong tact and diplomacy.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: Normal day shift – 7 hours per day. Non – normal shift may be required from time to time.

PAY GRADE: As per current salary grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for the Job posting is October 24, 2017 to be received no later than 2:00 p.m.

Submit Job Application Form, cover letter, resume, and references

online: tkemlups.ca, or by fax: 250.828.9847,

or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.

Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. & closed for lunch from 12:00 pm to 1:00 pm

We require each applicant to fill out an online [Job Application Form](http://tkemlups.ca), which can be found on the tkemlups.ca website

Any late submissions or submissions without the [Job Application Form](http://tkemlups.ca) WILL NOT be considered.