



Nenqayni Wellness Centre Society

P.O. Box 2529, Williams Lake, B.C. V2G 4P2

Phone: 250-989-0301 Fax: 250-989-0307

Employment Opportunity

Administrative Assistant Full Time

Qualifications:

- Proficiency in office procedures and practices
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office, Excel and Outlook
- Excellent time management skills and the ability to prioritize work
- Must be reliable and able to practise and preserve confidentiality
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task, be able to work independently as well as a part of a team
- * Ability to get Class 4 Driver's License and gets a Criminal Record check

Responsibilities:

- Answer and direct incoming phone calls friendly and professionally
- Organize and schedule appointments
- Prepare for meetings and take detailed minutes of board meetings, prepares AGM packages
- Prepare and distribute correspondence; memos, letters, faxes and forms
- Maintain a filing system
- Order office supplies, maintain inventory of office supplies, call suppliers
- Maintain contact lists
- Book travel arrangements
- Provide general support to visitors, deal with clients in a manner that is in keeping with the Society's philosophy
- Act as the point of contact for internal and external clients
- Assists Finance Manager where needed

Deadline for submissions is February 22, 2019 at 4:00pm.

***Submit resume, cover letter and three references attention to:
Sharon A. Duffy CACII, Human Resources & Accreditation Lead***

Email: sduffy@nenqayni.com

PH: 250-989-0301 Ext. 219 Fax: 250-989-0307 Toll Free: 1-888-668-4245

Preferably, the successful candidate will be of aboriginal descent. A valid Class 5 driver's license and have reliable transportation are required.

Nenqayni Wellness Centre Society is a residential alcohol and drug treatment centre providing holistic healing to First Nations and Inuit youth, families and communities in a safe and secure environment.