



Shuswap Nation Tribal Council

RiverFresh Office Manager

Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for a dynamic individual to fill the position of Office Manager to carry out the office operations of RiverFresh. The position will be permanent full time. Candidates must be willing and able to travel, including overnight on occasion;

Relevant Knowledge and Abilities

- Reconciling daily sales; handling cash and making bank deposits;
- Managing petty cash fund;
- Issue and maintain records of purchase order books within the organization;
- Establishing supplier credit accounts;
- Development of accounting structure for business centers;
- Taking orders, preparing and sending sales invoices and statements for the business;
- Tracking payments for sales;
- Maintaining filing system of sales invoices, payables, product deliveries, together with accounting report files;
- Managing monthly inventory counts and reconciliations with POS system;
- Manage incoming product inventory;
- Coordinating travel arrangements for RiverFresh staff (itineraries, airfare, accommodations, car rentals, etc.);
- Maintaining and ordering office supplies;
- Filing meeting notes, correspondence, contracts, invoices, etc.
- Excellent written and verbal communication skills and the ability to establish strong interpersonal relationships;

Requirements and Qualifications:

- Completion of a recognized administration, accounting program or equivalent skills gained through relevant job experience;
- Must have minimum 5 years' experience in administrative and accounting duties as well as knowledge in business practices;
- Must have an advance level of computer literacy and experience with POS systems, daily sales reconciliations, developing and maintaining reports;
- Must be professional, highly motivated, have superior organizational skills and a positive attitude;
- Must be detail oriented and complete work with a high level of accuracy;
- Must be good at multitasking;
- Must have experience in staff scheduling and knowledge of labor regulations and human resource administration;
- Must have valid Driver's License and reliable transportation to work.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to the Aboriginal Employment Preferences Policy within the Canadian Human Rights Act, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **RiverFresh** in the email subject line, by email to director@riverfresh.ca by **Feb 13 2019, noon**

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.