



Neskonlith Indian Band

Box 318, Chase, BC V0E 1M0
Phone (250) 679-3295 Fax (250) 679-5306
www.neskonlith.org



JOB POSTING

Position: Office Assistant Trainee
Status: Full Time Permanent
Schedule: 8:30- 4:00
Reporting to: Michelle Good, Ed
Salary Range: To be determined, depending on experience

Summary of Position: Under the direct supervision of the Executive Director will provide day to day support to the Executive Director

Duties and Responsibilities:

- Manage the Executive Director's correspondence
- Review and assign incoming mail
- Maintain the Executive Director's calendar scheduling meetings and appointments
- Manage travel itineraries and travel claims
- Maintain an organized filing system of paper and electronic documents
- Authorize time sheets and ensure accuracy of same
- Supervise the receptionist
- Manage and schedule Band Member requests
- Provide support in preparation for Council Meetings
- Provide administrative assistance for two days every second week to the Salmon Arm Councillor
- Other duties that may be assigned may be assigned from time to time

Candidates must be able to meet ASETS funding requirements.

Please submit: Cover letter and resume to Neskonlith Indian Band by
Closing date: September 10, 2019
Attn: Director, Box 318, Chase, BC V0E 1M0 Fax: (250) 679-5306
Email: Michellegood@neskonlith.net

We thank all applicants for their interest. Only those applicants who are under consideration will be contacted