



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: Travel Secretary to Chief and Council
DEPARTMENT: Administration Department
SUPERVISOR: Human Resource/Administration Manager
TERMS: Part-Time, 21 Hours Per Week (Tue, Wed, & Thu)
JOB REFERENCE#: 2019-070

The Travel Secretary to Chief and Council is a part-time position that is responsible for ensuring all council Travel arrangements are made, itineraries communicated, and expense cheques processed. Additionally, this role will support the recording secretary and the Executive Council Secretary in some of their day to day duties on an as needed basis.

DUTIES AND RESPONSIBILITIES:

- 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 vacations schedules and absences for all members of Chief and Council
- Maintains and creates filing systems according to established procedures
- Receives visitors, answers varied inquires, over phone or in person, explaining policies and procedures
- Notifies Band Committee members of meetings as requested by Council
- 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
- Maintains confidentiality on all matters relating to the affairs of the TteS
- Records proceedings, takes impartial and accurate notes, creates decision only minutes, verbatim minutes and
- Works independently and/or collaboratively with the Chief and Council support staff to complete search requests
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures
- All other related duties as required

POSITION QUALIFICATIONS:

Professional Certification, Education and Experience

- Travel Booking, Transcription, Office Administration or other related course work or an equivalent combination of education and/or training are desired. Experience/training in booking travel, creating itineraries and scheduling for multiple parties is required
- Must possess a minimum of 40 to 60 words per minute keyboarding speed
- Must pass Criminal Record Check

Skills and Abilities

- Good oral and written communication skills
- Strong knowledge and understanding of Roberts Rules of Order
- Strong ability to record impartially and accurately
- Ability to listen, understand and carry out instructions
- Advanced computer skills in Microsoft Word and Microsoft Outlook
- Strong ability to work with others with tact and diplomacy regarding politically or culturally charged topics
- Proven ability to execute advanced office procedures and practices
- Ability to take initiative and work within strict timelines
- 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

PAY GRADE: \$13.85-\$16 (dependent upon experience)

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

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is September 16 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/job-application-form/>, 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 12:00pm to 1:00pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/job-application-form/>**

Any late submissions or submissions without the job application form will not be considered.