



## *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: FILING CLERK**  
**DEPARTMENT: HOUSING DEPARTMENT**  
**SUPERVISOR: HOUSING MANAGER**  
**TERMS: FULL TIME**  
**Reference #: 2019 – 083 Repost**

### **PURPOSE OF POSITION:**

The purpose of this position is to provide organizational and filing support the entire Housing Division in a timely manner.

### **DUTIES AND RESPONSIBILITIES:**

- This position is responsible for maintaining the Administration filing system in both hard copy and electronic format, for record keeping, mail and fax log in and distribution of documents. (95%)
- Provides filing assistance as requested.
- Maintains the Housing Department filing system and keeps records in hard copy and electronic format.
- Deal with all requests to access files and keeps logs of invoices and purchase orders.
- Track incoming and outgoing mail and distribution to relevant recipients.
- Orders filing supplies and keeps inventory.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Other related duties as necessary. (5%)

### **QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:**

#### **Professional Certification, Education and Experience**

A combination of 1 year clerical/administrative support experience, education and/or training.

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

## Skills and Abilities

- Excellent organizational and planning skills.
- Must have strong teamwork and cooperation, service orientation skills.
- Ability to work in a multi-cultural setting.
- Must have excellent filing and organizational skills.
- Exceptional interpersonal and communication skills with ability to use tact and diplomacy.
- Flexible, committed and enthusiastic.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

**HOURS OF WORK:** Normal Day shifts – 7 hours. Non-normal shifts maybe required.

**PAY GRADE:** Entry level position, wage depends on experience from min. wage \$13.85 to \$14.96.hour

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 November 19, 2019 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.**