



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: KIBDC Administrative Assistant
DEPARTMENT: Kamloops Indian Band Development Corporation (KIBDC)
SUPERVISOR: KIBDC General Manager
TERMS: Full Time
Reference #: 2020 - 019

PURPOSE OF POSITION:

The Administrative Assistant is responsible to perform a variety of essential administrative and executive duties for the KIBDC General Manager. Additionally, this position is the first line of contact for clients and must ensure that the management of communication, records and filing support is achieved daily for the KIBDC General Manager among other aspects to ensure the successful management of the KIBDC for the TteS.

DUTIES AND RESPONSIBILITIES:

- Provides professional administrative and clerical support in accordance with the approved practices, policies, budgets, standards and guidelines.
- Co-ordinates appointments and meetings for the KIBDC General Manager.
- Completes all arrangements for meetings including room bookings, refreshments and other requirements.
- Responds to various requests regarding the KIBDC General Manager.
- Researches and gathers information from files and other sources or contacts the appropriate resource person.
- Researches issues, prepares the necessary documents and correspondence, follows up and/or refers unresolved issues to the appropriate person(s) in charge.
- Follows up on and monitors certain KIBDC General Manager files/cases by managing documentation and overseeing and observing deadlines.
- Performs general administrative and clerical tasks such as answering phones, faxing, mailing, filing, photocopying and legal minute taking.
- Produces purchase orders and payment requests as and when required, including invoicing and working with Finance in an accurate and timely fashion.
- Implements and maintains an efficient filing system.

- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- All Other related duties as required.

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- An Office Administration Diploma or Certificate and three-year clerical/administrative support experience or an equivalent combination of education and/or training is desired.
- Training and experience in keyboarding, word processing, spreadsheets, the Internet, databases and other standard computer applications is required.
- Experience and training in basic accounting functions, accounts payable, accounts receivable or basic bookkeeping is an asset.

Skills and Abilities

- Excellent oral and written communication skills.
- Strong organizational and filing skills.
- Proven ability to execute advanced office procedures and practices.
- Ability to complete technical formatting skills for proposals, briefing notes, legal minute taking, program reports or press releases.
- Ability to take initiative and work within strict timelines.
- Tactful and diplomatic.
- 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 shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: \$13.85-\$16.15/hour dependent upon experience

Tk'emplúps 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 March 26, 2020 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.