



LILLOOET TRIBAL COUNCIL

Job Posting

Indigenous Skills and Employment Training Program (ISETP)

Position: **ADMINISTRATIVE ASSISTANT**
Reporting to: Program Manager – Indigenous Skills and Employment Training Program (ISETP)
Term: Full-time
Posted: March 12, 2020 **Closing Date:** **March 26, 2020 @ 4:30 pm**

Position Profile:

The Administrative Assistant will be responsible for ensuring that all the contact with the ISETP is handled in a friendly, courteous, and helpful manner. The Administrative Assistant is responsible for providing a full range of secretarial and administrative tasks including client assistance and support. They will be responsible for scheduling appointments, consolidating information, and effectively time management and prioritize. The Administrative Assistant will be responsible for the Accountability and Resource Management Systems (ARMS) database. Must pass security clearance with Service Canada.

Education and Work Experience

- Recognized completion of an administrative assistant program, or equivalent combination of training and job experience
- Completion of computer courses and competent with MS Word, Excel, Outlook
- Minimum one-year office or administrative assistant work experience
- Knowledge of business machine operations: photocopier, computer, scanner
- Work experience with Aboriginal organizations
- Drivers license and use of own vehicle
- Excellent written and oral communication skills
- Ability to work independently and as part of a team
- Ability to work in a timely manner
- Willingness to represent LTC-ISETP in a professional and conscientious manner
- Willing to participate in training as required

DUTIES:

- General administration duties – including mail, filing, photocopying, and telephone
- Assist with coordinating events
- Support clients in job search and research Labour Market Initiatives
- Assist clients with resume writing, email, and photocopying
- Monitor and assist clients with computer and Internet access
- Provide referrals to community resources
- Maintain a clean and tidy work area
- Maintain up-to-date client files
- Maintain resource library and job postings on a daily basis
- Maintain client database and client resumes
- Responsible for client sign-in sheet tracking and statistical data collection
- Maintain confidentiality on all client files and other relevant information
- Provide monthly report and attend team meetings
- Assist the Employment Counsellor as required with reporting and research
- Enter and maintain ARMS data base system
- Conduct EI checks

SUBMIT RESUME AND COVER LETTER TO:

Andrea Leech, Administrator, Lillooet Tribal Council, 814 Highway 99, PO Box 1420, Lillooet BC or email to aleech@lillooettribalcouncil.ca.

For a complete job description or for any questions, please contact Yvonne LaRochelle, Program Manager at (250) 256-6007 or ylarochelle@lillooettribalcouncil.ca

Only applicants short-listed will be contacted