



## *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:** Administrative Assistant/ Special Projects  
**DEPARTMENT:** Lands, Leasing & Tax Department  
**SUPERVISOR:** Manager, Tax Administrator  
**TERMS:** Full Time Term to March 31, 2021  
**REFERENCE #:** 2020 - 065

### **PURPOSE OF POSITION:**

The purpose of this position is to provide administrative and executive support to the Managers, Lands, Leasing & Taxation, or such other person as TteS may designate from time to time, as well as conduct research and various tasks for departmental special projects.

### **DUTIES AND RESPONSIBILITIES:**

1. This position is responsible for assisting the Managers, Lands, Leasing & Taxation, or such other person as TteS may designate from time to time, and to work on Special Projects as directed. (95%)
  - Performs confidential administrative assistant responsibilities for the Managers, LLT Department.
  - Provides and assists the LLT Department activities, projects, and workshops
  - Updates and creates filing systems to create efficiencies within the Lands, Leasing & Tax Department.
  - Prepares, types, and distributes correspondence, transcribes and formats from dictation, handwritten notes, letters, memorandums, and other documents, notices as directed by the Managers, LLT Department.
  - Understands budgeting, coding, and finance procedure to assist the Managers, LLT Department, to prepare, complete, distribute, and file purchase orders and cheque requisitions.
  - Coordinates, schedules, sets-up meetings (including equipment set-up) for the Managers, LLT Department, and where necessary notifies the TteS, Lands, Leasing, & Tax staff and Chief and Council of standing and special meetings

- Schedules, attends, coordinates meetings, teleconferences, and video conferences; arranges catering as needed, prepares agendas, distributes agendas, and records, transcribes, and distributes minutes of meetings.
  - Updates and maintains the LLT Department section of TteS Website (Lex'eyem, other forms of communication) Strategic Plan, and Action Items.
  - Creates and maintain a LLT Department Newsletters.
  - Undertakes special projects, conducts research and case studies as required.
  - Reports findings on special projects and assists with information to provide direction and decisions.
  - Responds to and redirects incoming inquiries for the Managers in their absence.
  - Arranges travel requirements for the Managers and assists in the preparation of travel claims.
  - Maintains the LLT Department Office Resource Library.
  - Guides and trains short term staff occasionally.
  - Maintains confidentiality on all matters relating to the affairs of TteS.
  - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
2. 5% Other related duties as necessary.

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

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

- An Office Administration Diploma or Certificate or a combination of 3-year clerical/administrative support experience, education and/or training.
- Prefer some knowledge of FN Land Management and Tax Administration.
- Experience/training in keyboarding, word processing, spreadsheet, the Internet, databases, and other standard computer applications.
- 40 words per minute keyboarding speed.
- Prefer experience in minute taking and performing research activities.
- Prefer experience with MS Publisher.

##### **Skills and Abilities**

- Exceptional oral and written communication skills with ability to use tact and diplomacy.
- Excellent record keeping, organizational, coordination and planning skills.
- Proven ability to execute office procedures and practices
- Must display positive attitude and have strong teamwork and cooperation, service orientation skills.
- Ability to take initiative, work within timelines having excellent problem solving and judgement skills.
- Ability to take direction and work independently.
- Ability to verify, research and collect data and prepare reports and other documents.
- Ability to organize work schedules efficiently and effectively, and set priorities to meet deadlines.
- Integrity, accuracy, and neatness in work.

- Prefer knowledge of TteS, Lands, Leasing & Tax Department.
- Flexible, committed, and enthusiastic.
- Ability to work in a multi-cultural setting.

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

**PAY GRADE:** As per current TteS wage grid.

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 October 28, 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.**