



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: Contract Administrator
DEPARTMENT: Natural Resources
SUPERVISOR: Manager, Natural Resources
TERMS: Full Time
REFERENCE #: 2020 – 082 Extended Deadline

PURPOSE OF POSITION:

The purpose of this position is to for performing a variety of essential administrative duties for the Natural Resources Department. Additionally, this position is required to administer contracts, safety program tracking and invoicing while ensuring that the management of communication, records and filing support is achieved on a daily basis for the Natural Resources Department.

DUTIES AND RESPONSIBILITIES:

1. Provides professional administrative and accounting support in accordance with the approved practices, policies, budgets, standards and guidelines. (70%)
 - Contract tracking and administration.
 - Invoice generation and tracking.
 - Follow up on and monitor files by managing documentation, overseeing and observing deadlines.
 - Maintain a bring forward system to ensure deadlines are met on reports and correspondence and follow up with staff as necessary.
 - Maintain a list of regular contacts of outside agencies, stakeholders including government and regular committee contacts.
 - Schedule and coordinating meetings, teleconferences and video conferences, arrange catering as needed and assist at meetings as required.
 - Collect, process, enter and monitor accounts payables and receivables.
 - Assist with travel arrangements where necessary.

- Monitor and order office supplies.
 - Perform all duties and responsibilities in accordance with the TteS policies, standards and procedures as directed by the Manager.
 - Maintain confidentiality on all matters of the Natural Resources Department and the TteS.
2. Completes administrative records and filing systems for the Natural Resources team. (15%)
 - Process all travel claims for the Natural Resources staff and maintaining a current filing system for same.
 - Maintain office filing system for the Natural Resources department including opening, indexing, assembling, updating and purging files. including archiving, shipping, tracking and retrieving closed files.
 3. As a member of the Natural Resources department team, the Contract Administrator participates in the overall planning, and ensures strong communication within the Natural Resources team. (10%)
 - Assist in the development and implementation of policies, procedures, administration and management of all consultation and accommodation activities.
 - Educate and share information with staff and management on office procedures.
 - Liaise between departments and ensure organizational strategies are aligned and implemented accordingly.
 - Consider efficiencies where appropriate.
 4. Other duties as related to the operation of the Natural Resources department offices may be required. (5%)

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

Professional Certification, Education and Experience

- An Accounting Diploma or Certificate and 5-year clerical/administrative support experience or and equivalent combination of education and/or training.
- Experience in contract tracking, invoicing and tracking projects

Skills and Abilities

- Good oral and written communication skills.
- Advanced computer skills in Microsoft Word and Microsoft Outlook and Microsoft Excel.
- Strong organizational and planning skills.
- Advanced filing skills including development and maintenance of filing system.
- Proven ability to execute advanced office procedures and practices.
- Ability to take initiative.
- Strong tact and diplomacy.

- 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: As per current TteS wage grid.

Tk'emlúps te Secwépmc 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 January 15, 2021 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.