



# EMPLOYMENT OPPORTUNITY

**Skwlax Resource Management Ltd.** is a sustainable indigenous owned construction and forestry company located in Chase, British Columbia. Skwlax Resource Management Ltd. is dedicated to creating economic opportunities within the local community, and for the local community while maintaining a commitment to land stewardship and responsible innovation.

## Administrative Assistant

Are you an eager and organized individual with a strong sense of community centered around people and relationships? **Skwlax Resource Management Ltd.** has an exciting opportunity for an **Administrative Assistant** to join our team in **Chase, British Columbia.**

### Key Job Duties:

- Support in developing, initiating, and maintaining management systems of the Company (financial, reporting, communication, policies, etc.)
- Support overall development and management of Human Resources
- Employee benefits administration
- Provide general support to the executive and management team
- Well versed in data entry and file management, transcription, and other administrative procedures.
- Assist/Support with the creation of contracts and/or subcontracts
- Other duties and tasks as assigned.

### Qualifications and Experience:

- Certificate or Diploma in Office Administration or related discipline, or combination of education and related work experience
- 1-3 years of professional administration experience
- Previous experience in corporate services an asset
- Previous experience working with First Nations an asset

### Skills and Knowledge:

- Strong understanding of Employment Standards Act and Human Resources.
- Ability to handle confidential information
- General understanding of project and contract documentation including contracts, drawings, specifications, subcontracts, etc.
- Excellent communication skills: written and verbal skills, listening skills, organization abilities, proven attention to detail, and ability to develop good working relationships with inside and outside organizations
- Experience with senior skill set in MS Office including Excel, Word, PowerPoint, and Publisher  
Organized and ability to work independently on assigned projects. Excellent time management skills with ability to multitask and prioritize work.
- Strong understanding and commitment to First Nations culture, history, and community development.
- Ability to maintain Company integrity through confidentiality and discretion

## TO APPLY:

Please submit your resume directly to [hr@skwlax.com](mailto:hr@skwlax.com)

Skwlax Resource Management Ltd. is an equal opportunity employer. Thank you in advance for including us in your career search!