



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.

Entry Level Administrative Assistant

Skwlax Resource Management Ltd. is currently seeking a full time, permanent entry level **Entry Level Administrative Assistant** based out of our offices in **Chase, British Columbia.**

Key Job Duties:

- General Receptionist duties:
 - Answering main telephone, redirecting calls & taking messages
 - Receiving walk-in traffic and directing them appropriately
 - Collecting, receiving, and distributing mail
 - Maintaining office supply inventory
 - Scheduling maintenance and repairs for office equipment (copiers, etc.)
 - Assist other departments as required
 - Other duties and tasks as assigned

Qualifications and Experience:

- No previous experience required, but is preferred
- Previous experience working with First Nations communities preferred
- High School Diploma is an asset
- Diploma or Certificate in Office Administration or related is an asset

Skills and Knowledge:

- Strong communication skills, both written and verbal
- Experience with MS Office including Excel, Word, PowerPoint, and Publisher
- Able to handle confidential information, and conduct oneself with discretion and professionalism
- Organized and able to work independently
- Positive and friendly attitude
- Ability to maintain Company integrity through confidentiality and discretion

TO APPLY:

Please submit your resume directly to hr@skwlax.com

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