




Administrative Assistant



The Nuu-chah-nulth Tribal Council's is seeking a highly motivated, term (to March 30, 2018) full-time Administrative Assistant for their Capital Program. Based in Port Alberni, the Administrative Assistant provides clerical and administrative support to the Capital Program team including reception duties, meeting coordination, word processing and database administration. This position may be subject to annual renewal funding.

Responsibilities will include:

- Acts as a receptionist to respond to routine requests for information from clients and the public or other individuals
- Organizes and maintains file system and file correspondence and other records
- Maintains and updates Capital program forms and advises staff of current revisions
- Composes and types routine correspondence
- Coordinates supervisors schedule and makes appointments
- Ensures that staff travel arrangements and reservations are accurate and complete
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records transcribes minutes of meetings
- Keeps track of received data and source documents
- Prepares and sorts source documents, and identifies and interprets data to be entered
- Enlists the staff member responsible to contact the preparers of source documents to resolve questions, inconsistencies, or missing data

Preferred Qualifications:

- Grade 12 or GED equivalency plus post-secondary courses or certificate in administration with 2 to 3 years of direct experience working in an office administrative setting
- Able to work independently, to multi-task, keep track of multiple deadlines, and plan activities to meet priorities
- Able to act with tact and diplomacy, maintain effective working relationships, and contribute as a team member
- Proficient in Microsoft software applications
- Possess valid driver's licence and have a reliable, insured motor vehicle
- Provide acceptable references and criminal record check

Apply by **November 22, 2017** by sending your cover letter, resume, and three references (available to call) to:



Nuu-chah-nulth Tribal Council
P.O. Box 1383
Port Alberni, BC V9Y 7M2
Attn.: Human Resource Manager
Fax: (250) 723-0463
Email: apply@nuuchahnulth.org

(We regret that we will only respond to those applicants chosen for an interview).

Nuu-chah-nulth Tribal Council