



Splatsin Posting Executive Assistant

Company Background

The Splatsin are the most southern tribe of the Shuswap Nation, the largest Interior Salish-speaking First Nation in Canada, whose aboriginal territory stretches from the BC/Alberta border near the Yellowhead Pass to the plateau west of the Fraser River, southeast to the Arrow Lakes and the upper reaches of the Columbia River.

Position Purpose

Reporting to the Executive Secretary, the Executive Assistant gives support to the day-to-day office operations of Kukpi7 and Tkwamipla7's for Splatsin.

Key tasks of the Executive Assistant include:

- Support the taking, preparing, and distributing of meeting minutes and tracking action items.
- Prepare, distribute, organize and/or edit agendas, meeting minutes, travel arrangements, reports, presentations, spreadsheets, and other documents as required.
- Help manage schedules, calendars, and travel arrangements.
- Ensure the organization and maintenance of confidential files, documents, and other materials.
- Receive and greet visitors and callers, take or relay messages, screen and respond to inquiries.
- Assist with the tracking and preparing of Council expense reports.

The successful candidate will have a Certificate or Diploma in Office Administration and 5 years of previous administrative experience or an equivalent combination. You will have experience in minute-taking and strong data entry and keyboarding skills.

CLASSIFICATION/PAY SCALE

- Part-time
- \$25.00-\$29.00 per hour

This position is right for you if you have excellent interpersonal skills, high attention to detail, an advanced ability to organize, prioritize, multi-task and manage time, and impeccable oral and written communication skills. Previous experience working with First Nations people and knowledge of the Splatsin community are highly valued.

Please e-mail your resume and cover letter to:

Dave Liu-Calver
Interim Administrator
Splatsin
Email: hr_jobs@splatsin.ca

**DEADLINE FOR SUBMISSIONS:
April 10, 2024 (4 PM, PST)**

Please note only those chosen for an interview will be contacted.

Pursuant to section 16 of the Canadian Human Rights Act, preference may be given to applicants of aboriginal ancestry.