



Job Posting

5775 Old Vernon Road
PO Box 460
Enderby, BC
V0E 1V0

(250) 838 - 6429

Administrative Assistant

Application deadline: July 15, 2024

Job Type: Full-Time; Permanent Hourly Wage: \$25.00 Location: Office Schedule: Monday-Friday from 8:30am-4:30pm	Department: Title and Rights Reporting to: Director Start Date: August 5, 2024
--	---

Job Description overview:

Reporting to the Director, you will provide key administrative support to all Title and Rights team members to facilitate smooth functioning. With an eye for detail and a love of organizing, you keep things running smoothly. Combining initiative, drive and interpersonal skills, you support the Director and team members with organizing external engagements, prepared and distribute internal and external communication, manage all administrative process and procedures, and perform other related duties as required.

Responsibilities:

- Coordinate and maintain the Director's calendar and the department calendar
- Prepare and/or edit documents, reports, presentations and spreadsheets
- Review incoming mail for the department and distribute as appropriate
- Respond to inquiries and correspondence on behalf of the Director as instructed
- Review the Director's email and respond or escalate to the Director per priorities
- Oversee and manage files and the filing system including ensuring all documents are digitized and available to staff via the shared drive
- Prepare and distribute meeting packages including agenda, reports and supporting documents
- Take minutes at meetings and prepare and distribute minutes

- Plan and coordinate meetings and events (cultural or operational) including venue, food, beverages, supplies and Audio-Visual requirements
- Manage, monitor and report on financials associated with Title & Rights including monthly income and expenditures on projects
- Organize travel arrangements for Title & Rights staff and track and manage expenses and fill out expense claim forms for reimbursement
- Work closely with the Director on all Title & Rights initiatives and plans
- Assist with the coordination, administration and management of all Title & Rights projects, programs and contracts
- Prepare the Director's expense forms
- Maintain a neat and orderly Title & Rights Office
- Organize, monitor, and schedule of services to the Title and Rights building
- Create and manage the office equipment inventory and ensure equipment is repaired and maintained according to the schedule
- Participate in relevant workshops, training sessions and events as needed
- Orient new Title & Rights employees and assist them in completing appropriate documentation
- Organize and maintain the Title and Rights department's central resource library
- Organize mail outs, posters, advertisements, etc. for scheduled events, job postings training sessions, etc. for Title & Rights

Qualifications:

- Grade 12
- Office Administration Certificate or Diploma or equivalent experience
- At least 5 years of previous administrative experience
- Experience working with First Nations peoples
- Knowledge of the Splantsin community is valued
- Excellent administrative skills
- Advanced ability to organize, prioritize, multitask and manage time
- Excellent interpersonal skills
- Impeccable oral and written communication skills
- Strong computer skills including knowledge of MS Office and data entry and keyboarding skills
- Excellent attention to detail
- Diplomatic
- Discretion & respect for confidentiality

Splatsin is committed to creating a great place to work. Respect is at the heart of our organization and how we operate.

Please email your application to ash_simpson@splatsin.ca with the subject line “[Position Name] – Application” by the closing date above to apply.