

General Administration and Logistics Pool (GALP)

THE OPPORTUNITY

Splatsin is currently undergoing growth. As such, we are looking to create a pool of Splastin band members who would be able to carry out a variety of general administration and logistics tasks. The view of this pool is to have band members who would be fully hired and immediately available to fill a wide variety of general administrative, logistical, and ad-hoc tasks. Once hired, GALP employees who are missing necessary skills or certifications (such as, safety training, WHMIS, first aid, transportation of dangerous goods, minute-taking, and confidential filing), will be paid to attend any required training. GALP employees will also be provided job-specific training each time that they start a new activity. Some examples of tasks that a GALP employee might do are:

- Receptionist.
- Filing.
- Researcher.
- Writing and editing.
- Secretarial duties.
- Minute-taking.
- Survey coordinator.
- Providing general assistance to events, elders, band members and Splatsin.

OUR "MUST HAVES" THAT MAKE YOU GREAT

- Be a Splatsin band or community member.
- Have knowledge of the Splatsin community.
- Be entrusted to safeguard confidential information.
- Be reliable and punctual.
- Possess strong customer service values towards other members of the Splatsin community.
- Be a team player.
- Have a good work ethic.
- A BC driver's licence, with a clean driver's abstract (for driving tasks only).

If you are a reliable, team player who enjoys a dynamic work environment, we would like to hear from you.

Job Type: Casual, 0-35 hours per week.

Pay: \$25.00 per hour.

Schedule: Open availability. However, most tasks will occur Monday to Friday, during normal work hours. As a casual employee in this position, you will have the opportunity to turn down tasks that you choose not to take on.

Work Location: In person and various locations in the community.

HOW TO APPLY

Please send your application and resume to humanresources@splatsin.ca.