



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

POSITION TITLE: ISETS Summer Student LLT Office Clerk Assistant
DEPARTMENT: LLT
SUPERVISOR: Manager, Tax Administrator
TERMS: Full Time, Term (April 21, 2025, to August 29, 2025)
REFERENCE #: 2025 - 043
ISETS REF #: SS310-26032

This is an outside-funded position. All applicants must meet the ISETS eligibility criteria below:

ISETS eligibility requirements:

- Eligibility will be confirmed to the right to funding of Aboriginal status, non-status, and Inuit students.
- Individuals must reside within the ISETS catchment area.
- All individuals applying for the Summer Student program are required contact the ATEC office (250-554-3556) to obtain a program referral from an ISETS employment counselor to confirm program eligibility before applying. Please provide contract # SS310-26032 to the counselor.
- Must be a minimum of 15 years of age at the time of hiring.
- Must be a post-secondary student who was a registered full-time student during the previous academic year and is returning to school full-time in the following academic year.
- Must have a valid Social Insurance Number.

Purpose of Position:

The ISETS Summer Student LLT Office Clerk Assistant is responsible for providing administrative support to assist with the efficient operations of the LLT Department and functions within TteS.

Duties and Responsibilities:

1. Provides daily administrative support to ensure an efficient and effective LLT Department within TteS. (95%)

- Assists data entry in various LLT information systems as needed.
- Assists preparing, reviewing, and/or editing various forms of correspondence such as letters, invoices, and reports.

- Assists with photocopying, scanning, and filing appropriate documents in the various filing systems.
- Assists with organizing and maintaining various office areas, not limited to: resource library, archives, storage, and office supplies.
- Use of office equipment, not limited to: computers, laptops, scanners, photocopiers, calculators, fax machines, cell phones, telephones, postage machine, folder inserter machine, and other equipment for (in person / virtual) meetings or training events.
- Maintains and ensures confidentiality on all matters.

2. Other related duties as required. (5%)

Professional Certification, Education, and Experience:

- Must be a post-secondary student returning to school in the fall of 2025 to meet eligibility requirements

Skills and Abilities

- Good oral and written communication skills.
- Must have computer skills in Microsoft Suite, which includes Word, Excel, Outlook and Teams.
- Strong organizational and planning skills.
- Ability to maintain an electronic and physical filing systems.
- Proven ability to execute and adhere to office procedures and practices.
- Ability to take initiative.
- Must have strong teamwork and cooperation, service orientation and problem solving and judgement skills.
- Ability to work in multi-cultural settings.

HOURS OF WORK: 7-hour day shifts.

PAY GRADE: \$20.88 per hour.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is April 18, 2025, by 2:00pm

Submit Job Application Form, cover letter, resume, and references.

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #200 – 330 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

We require each applicant to fill out.

an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.