



Splat'sin Posting Administration Assistant Splat'sin Stsmamlt Services

Company Background

The Splat'sin 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

Performs a wide variety of secretarial and administrative tasks and support for Stsmamlt staff.

JOB DUTIES AND RESPONSIBILITIES

- Prepare, format and edit letters, memos, forms and documents
- Record and transcribe meeting minutes
- Update client data as directed
- File and e-file department documents and records and maintain the central electronic and physical files
- Maintain fleet vehicles
- Maintain/Cleaning of Splat'sin Stsmamlt Services residential resources
- Greet and direct visitors to the appropriate person
- Review incoming mail for the department and distribute as appropriate
- Manage outgoing mail
- Organize and correct computer-based records and files
- Organize and prepare materials for use in presentations
- Schedule meetings and events
- Provide related assistance to department staff and assist in special projects

QUALIFICATIONS

- High School diploma or equivalent.
- Minimum 1 year of relevant administrative experience.
- Professional writing and communication skills
- Proficiency in MS Word and Excel; knowledge of PowerPoint preferred.
- Ability to prioritize and multitask.
- Knowledge of the Splat'sin community is valued.
- Good interpersonal skills.
- High ethical standards.
- Ability to work with sensitive and confidential information.
- Discretion & respect for confidentiality is essential.
- Clean criminal record check.

- Vulnerable Sector check.

CLASSIFICATION/PAY SCALE

Commensurate with experience

If you are a reliable team player who enjoys a dynamic work environment, competitive salary and benefit package and an opportunity to share your skills and talents, we would like to hear from you. Please e-mail your resume and cover letter to:

Annette Christian
Human Resources Coordinator
Splatsin
Email: humanresources@splatsin.ca

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