

Employment Opportunity

Position:	Administrative Assistant	Posting Date:	March 7, 2025
Employment Type:	Casual On-Call	Closing Date:	March 21, 2025

**Scope of Work:** The Administrative Assistant will manage multiple projects simultaneously while adapting to frequent interruptions to meet the needs of members and clients. The work environment will be busy and dynamic, requiring the ability to thrive in a noisy, fast-paced atmosphere. The ideal candidate must demonstrate excellent organizational, time management, and stress management skills to ensure that tasks are completed efficiently.

**Key Responsibilities:**

**Public and Staff Interaction:**

- Respond to the public, staff, and incoming calls pleasantly and helpfully.
- Ensure proper attire and professionalism daily.

**Communication Management:**

- Answer phones and redirect calls appropriately.
- Keep records of phone messages, incoming and outgoing faxes.
- Distribute incoming faxes and mail to the appropriate personnel.
- Prepare outgoing mail and faxes.

**Appointment and Scheduling:**

- Set up appointments for staff and clients.
- Maintain and monitor office supply inventory.

**Record Keeping and Filing:**

- Set up and maintain a current filing system.
- Ensure accurate records and documentation are kept up to date.

**Office Support:**

- Provide clerical support such as typing, filing, and photocopying for Village Government Officials.
- Receipt and code payments received for refuse, building rental, etc.
- Update homeowners list for refuse pickup.
- Prepare purchase orders with CAO approval.

**Facility Management:**

- Monitor and manage bookings for Gitlaxt'aamiks buildings and meeting rooms.
- Respond to booking requests and ensure efficient scheduling.

**Assistance and Development:**

- Assist other staff with application forms and other duties as required.
- Participate in professional development training.

**General Duties:**

- Maintain punctuality and adhere to policies.
- Perform additional tasks as directed by the CAO.
- Stay informed of policy changes that may affect your work.

**Key Qualifications:**

- Must have completed Grade 12 or equivalent.
- Must hold a certificate in Office Technology or higher.
- Interpersonal and communication skills (both written and oral).
- Proficient in using computers and relevant software, including Microsoft Office (Word, Excel, Outlook, etc.).
- Excellent organizational skills with attention to detail.
- Self-motivated, enthusiastic, and able to work independently.
- Valid BC Provincial Driver's License.
- Criminal record check is mandatory.

While we appreciate all applications received, only those contacted will be interviewed. We reserve the right to re-post this position in the event that no qualified applicants apply. No faxes or telephone calls will be accepted.

Submit your cover letter, resume and three (3) current employment references to:

Dena Robinson, Human Resources Manager  
Gitlaxt'aamiks Village Government  
PO Box 233  
5200 Skateen Avenue  
New Aiyansh, BC  
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