



## Employment Opportunity

**Title:** *Office Administrative Assistant (full time)*

**Reports To:** *NSTC Executive Director*

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### Job Summary

The Office Administrative Assistant contributes to the overall success of the organization by efficiently and effectively carrying out a variety of administrative and support functions. This position focuses on providing excellent administrative support in a variety of areas responsibility, while exhibiting solid customer service skills.

### Duties and Responsibilities:

1. Ensures files and documents are organized digitized and stored according to the NSTC policies.
2. Provides assistance to various NSTC team members; prepare meeting logistics, travel arrangements.
3. Performs day-to-day administrative/clerical duties, including filing, photocopying, faxing, processing correspondence, drafting proposals, reports, flyers or newsletters, e-mails and other documentation.
4. Other duties as assigned or required.

### Skills and Abilities:

1. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet to the intermediate level (capable of using a large number of functions and feel confident using Office Suite software/programs, among others).
2. Strong organizational and communication skills, and ability to meet deadlines with an attention to detail.
3. Excellent typing proficiency.
4. Recognizes and respects cultural diversity and has an understanding of Indigenous culture.
5. Proven ability to multi-task and deal with ever changing priorities.

### Qualifications

#### Education:

- Graduation from High School Grade 12 or GED equivalency.
- Business Administration Certificate Program or equivalent experience, skills and abilities would be considered an asset.

#### Experience:

1. One – two years of office experience would be considered an asset.
2. Displays strong organizational and communication skills.
3. Must be highly reliable with exceptional work ethics.

#### Working Conditions:

1. Office environment: the employee must be aware of the sensitivity, confidentiality and urgency of requests while balancing other work commitments.
2. Receives moderate supervision with less frequent direction and review of the work performed.

**Conditions of Employment:**

1. Must have and maintain a valid BC Driver's Licence, and appropriate vehicle insurance.
2. Must provide direct deposit banking information to employer upon hiring.

**General Category:**

1. Operates as part of a team and is flexible about the boundaries and functions of the job.
2. Maintains open and professional communications with co-workers, board members, customers, and all others who do business with the society or member bands.
3. Ensures that all internal and external deadlines are met.
5. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
6. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
7. Recognizes and respects all cultural diversity and has an understanding of Indigenous culture.

**APPLICATION DEADLINE: Wednesday October 11<sup>th</sup> (no later than 4:00pm)**

**APPLICATION PROCEDURE**

**Please submit your Resumé and Cover Letter, along with Application Form, by email [administration@nstq.org](mailto:administration@nstq.org), or by fax 250-392-6158, or by post/mail or by hand delivery – directed to Bonnie Slack (Operations Coordinator) at: Northern Shuswap Tribal Council, 17 South First Avenue, Williams Lake, BC, V2G 1H4**