

JOB POSTING - INTERNAL

ADMINISTRATIVE OFFICE ASSISTANT (AOA)

The **ADMINISTRATIVE OFFICE ASSISTANT (AOA)** supports the Band Manager, Chief & Council, & HR by performing a variety of administrative and organizational tasks. He or she must be a self-starter, have strong attention to detail & be exceptionally organized. The AOA reports to the Band Manager/Chief & Council. He or she also supports the H&S Committee.

DUTIES / RESPONSIBILITIES

- Serves as the primary point of administrative contact / liaison
- Receives, distributes & files correspondence
- Processes & responds to faxes, e-mails & snail mail
- Corresponds/communicates with various stakeholders
- Maintains & organizes copies of bylaws, policies, contracts, plans, minutes & other important documents
- Researches issues/engages in various projects
- Files & organizes an assortment of documents
- Coordinates, books & confirms travel/hotel arrangements
- Coordinates & reconciles travel/hotel receipts for reimbursement
- Coordinates calendars & manages time/schedules
- Organizes Meetings: Books rooms/dates, takes minutes, creates agendas, prepares reports, coordinates refreshments/food if required, provides copies, filing
- Sets-up & maintains meeting space
- Sits on, participates & supports Health & Safety Committee (organizes H&S meetings and take minutes at those meetings)
- Other duties assigned by Band Manager, Chief & Council, or HR Director

OUR IDEAL CANDIDATE

- Post-secondary education in office or business administration - *preferred*
- Several years of office-related experience in a similar position - *preferred*
- Sound knowledge in office management principles/procedures
- Working knowledge of *Robert's Rules* and proper application
- Experienced at taking minutes at meetings (and producing those minutes in electronic, written or hardcopy format in an accurate and timely manner)
- **Ability to work with sensitive material & adhere to the strictest confidentiality**
- Ability to work independently, expeditiously, under tight timeframes & competing priorities
- Strong interpersonal & communication skills – ability to work with a wide range of persons
- High level of computer skills; especially with MS Office, Internet & search engines
- Ability to exercise tact & diplomacy concerning sensitive/confidential issues
- Strict adherence to confidentiality & privacy of KBC business
- Strict adherence to all WorkSafe regulations, Covid-19 protocols/practices, KBC Safety policies

- Ability to work under pressure
- Knowledge of Kwakiutl cultural protocols/practices
- Successful/clear criminal record check (now known as Police Information Check)
- Valid class 5 driver's license

Term: Full-time, permanent, 8:00am to 4:00pm, Monday to Friday (occasional hrs on weekends/evenings)

Compensation: Competitive wage (optional pension & benefits after 3 months)

Date Posted: March 18, 2021

Competition Closes: Thursday, April 1, 2021, 4:00pm – position to start asap



Please forward your cover letter and resume **via e-mail** to:

Dwayne Worthing, Director of Human Resources
Kwakiutl Band Council
99 Tsakis Way, Box 1440, Port Hardy, BC, V0N 2P0
hr@kwakiutl.bc.ca