



Northern Shuswap Tribal Council Society: 17 South 1st Avenue: Williams Lake, BC V2G 1H4:

Phone: (250) 392-7361 Fax: (250)392-6158

EMPLOYMENT OPPORTUNITY

NORTHERN SHUSWAP TREATY SOCIETY is seeking to fill a position in its treaty department.

Full-Time: EXECUTIVE ASSISTANT to Treaty Team Manager

POSITION SUMMARY:

The Executive Assistant contributes to the overall success of the organization by effectively carrying out administrative and executive support functions for the Treaty Team Coordinator, Leadership and in conjunction with Band Treaty units. This position focuses on providing effective, professional, and timely assistance and solutions to administrative needs and requirements.

KNOWLEDGE, SKILLS & EXPERIENCE:

- Ability to work independently and as a team member in a professional and conscientious manner
- Strong organizational and advanced administrative skills including extensive experience with word processing and spreadsheet applications
- Demonstrated organizational skills and ability to successfully address multiple demands and competing priorities
- Demonstrated organizational and analytical/problem solving skills
- Very strong proven decision making and problem solving skills
- Strong interpersonal skills/proven team player
- Comprehensive experience in working successfully with Indigenous persons and organizations
- Comprehensive knowledge of historical and current issues facing Indigenous persons
- Acceptable criminal records background check

QUALIFICATIONS:

- Certificate or degree in administration or 3 years' equivalent experience with advanced clerical or secretarial experience
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office
- Knowledge of standard office administrative practices and procedures
- Experience working in an Indigenous office setting an asset

How to Apply:

For a complete job description, please visit the Employment section of the Northern Shuswap Tribal Council website at: www.northernshuswaptribalcouncil.com

Please submit cover letter & resume to:

Email your application to:

Bonnie Slack, Operations Coordinator **Email:** administration@nstq.org

Mail your Application to:

Fax to: 250-392-6158

Attention: Bonnie Slack, Operations Coordinator

Northern Shuswap Tribal Council

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Application Deadline:

April 18, 2018 @ 4:00 pm

Applications received after 4:00 pm on April 18, 2018 will not be considered.

NOTE: Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.