



TAKU RIVER TLINGIT FIRST NATION

Governance Department



EMPLOYMENT OPPORTUNITY

POSITION: Administrative Support to Governance Manager
SUPERVISOR: Governance Manager
WAGE: \$18.69 to \$24.62 per hour dependent upon experience and knowledge
STATUS: Permanent Full-Time Position in Atlin British Columbia
CLOSING DATE: Until filled

POSITION SUMMARY:

Reporting to the Governance Manager, or designate, the Administrative Support, as assigned and directed, provides secretarial, administrative, organizational and coordination support to the Governance department and Land Teams. Position requires strong skills in organizing, planning, focusing, prioritizing and personal interaction.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities will be diverse and vary according to duty assigned. Sample of range:

1. Conduct administrative activities and engage in administrative processes to support the team, team member or task(s) assigned, which include: Manager, Project Coordinator, Treaty, Transboundary and other negotiation files related to the Governance Department.
2. Complete a range of administrative duties, such as: Liaising with other TRTFN's departments, e.g. Finance and Funders; tracking invoices and receipts; preparation of PO's; preparing updates for Leadership and Citizens.
3. Minute-taking, recording, transcribing, and providing action items lists and follow-ups for next meeting.
4. Coordinate travel requests and reconciliations.
5. Maintaining compliance in following policies and procedures and ensuring distribution to staff.
6. Coordinating and planning meetings, including Community and Negotiation meetings and Special JCM for Governance Department.
1. Arranging and coordinating staff scheduling and activities including staff holidays, and travel agendas.
2. Performing the duties of Receptionist duties for Lands, which includes completion of receiving log; handling, tracking and prioritizes all incoming and outgoing mail and faxes; answering and directing calls; greeting visitors; shredding as directed by the Governance Manager.
3. Photocopying, scanning, filing, facilitating, and completion/maintenance of internal and external communications.
4. Data entry and managing/organizing files – hard and electronic copies.
5. Completion and coordinating signing of time sheets and entry into payroll system.
6. Tracking, summarizing, and controlling of documentation, including legal documents and Contribution Agreements.
7. Support departments by maintaining positive relationships and providing timely/accurate responses to management request.
8. Other administration and Lands duties as requested.

EDUCATION, SKILLS SETS AND EXPERIENCE:

University degree in administration courses and experience working with First Nations and/or an equivalent combination of education, training and experience working in an administration position with First Nations. Proven experience in office planning and organizing. Strong computer skills are essential, including in MS Office (Word, Excel, PowerPoint). Experience in data based and SAGE 50 is an asset. Excellent communication skills and problem solving is an asset. Ability to balance duties, self-motivated and transition between tasks and duties as required.

CONDITIONS OF EMPLOYMENT: Valid driving license; Criminal Record Check (RCMP Clearance)

APPLICATION PROCESS: e-mail applications to: senior.admin@gov.trtfn.com
