



TAKU RIVER TLINGIT FIRST NATION
Health and Social Department



EMPLOYMENT OPPORTUNITY

POSITION: Receptionist/ Administrative Assistant
SUPERVISOR: Health and Social Manager
WAGE: \$20.52 to \$24.62 per hour dependent upon experience and knowledge
STATUS: Permanent Full-Time Position in Atlin British Columbia
CLOSING DATE: December 4, 2020

POSITION SUMMARY:

Provides secretarial, administrative, organizational and coordination support to the Health and Social team. The position requires strong skills in organizing, planning, focusing, prioritizing and personal interaction.

DUTIES AND RESPONSIBILITIES:

- Greeting Clients and Staff and directing to appropriate office.
- Handling mail and coordinating documents such as photocopying, scanning, filing, facilitating, and completion/maintenance of internal and external communications.
- Data entry, organizing and archiving files.
- Liaising with other TRTFN's departments.
- Support departments by maintaining positive relationships and providing timely/accurate responses to requests.
- Coordinating Van and Driver pick ups and appointments, maintaining log.
- Maintaining boardroom schedule.
- Other duties as requested.

EDUCATION, SKILLS, AND EXPERIENCE:

- Excellent literacy skills.
- Experience in administration, customer service, and working with First Nations organizations.
- Strong computer skills, including use of internet, MS Office (Word, Excel, PowerPoint).
- Excellent communication skills and problem-solving skills.
- Ability to balance multiple priorities, self-motivated and reliable.
- Experience in and tolerance of a cross cultural organization.
- Education in an administrative capacity an asset.
- Training is available.

CONDITIONS OF EMPLOYMENT: Criminal Record Check (RCMP Clearance)

APPLICATION PROCESS: e-mail applications to: hss.assist@gov.trtfn.com
