



EMPLOYMENT OPPORTUNITY

POSITION: **Administrative Assistant & Analyst**
SUPERVISOR: Senior Administrative assistant
WAGE: \$25-32 hourly depending on education and work experience.
STATUS: Full-Time Position (72hr pay period) in Atlin, BC
CLOSING DATE: Until filled

POSITION SUMMARY:

Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Administration Department. Reporting to the Senior Administrative assistant the Admin. Assistant & Analyst is responsible for providing administrative support to Administration and Finance departments, as well as making accommodations and developing tools to facilitate meetings and improving systems.

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

1. Word processing correspondence, memorandums, documentation, etc. from written or oral instruction using various software programs.
2. Follow up on requests for information and assisting managers and staff (where applicable) with various administrative matters and support.
3. Conducting basic research using the internet and other sources and providing research results to that manager and department including documents, spreadsheets, data analysis, tables, graphs, statistics, and information pertinent to programs and projects.
4. Perform bookkeeping functions under the direction of the Financial Controller and assist in the annual preparation and regular monitoring of budgets for the department.
5. Provide support to various departmental managers as assigned to obtain and maintain funding resources; provide support to maintain timely compliance and obligations with funding grants.
6. Assist the Finance Office with various tasks as required.
7. Supervise special events staff, providing daily tasks, and monitoring the quality of work on an intermittent basis. Provide all support needed for Elders meetings and special events, including video conferencing.
8. Other tasks as deemed necessary.

EDUCATION, SKILLS AND EXPERIENCE

- A Bachelor's degree in Business Administration or Political Science (4-year degree) and/or an equivalent combination of work experience (required)
- Experience working with First Nations preferred. Interest in indigenous governance and multi-cultural programs delivery.
- 4-years' experience in equivalent or higher position.

CONDITIONS OF EMPLOYMENT

- Criminal Record Check

To submit a resume contact: admin.reception@gov.trtfn.com

Preference will be given to Tlingit First Nation citizens.
