



POSITION	Lands Department Admin Assistant
WAGE	\$24-\$32 hourly, depending on experience
STATUS	Permanent, Full Time 72 hour Pay period
SUPERVISOR	Lands Manager
Location	Taku River Tlingit First Nation (TRTFN) in Atlin, BC
Closing Date	Open until filled
Housing	Temporarily accommodation available for the right candidate.

POSITION SUMMARY

Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Lands Department. Reporting to the Lands Manager, the Lands Department Admin Assistant is responsible for providing organizational, administrative, financial, and accounting support to the Lands Manager and Lands Staff.

DUTIES AND RESPONSIBILITIES

- Word processing correspondence, memorandums, documentation, etc. from written or oral instruction using various software programs.
- Follow up on requests for information and assisting Manager and staff with various administrative, financial, and other matters.
- 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 Lands programs and projects.
- Maintain the Lands Managers record management according to the Administrative and Operational Classification System (ARCS & ORCS) by regularly updating the filing system, creating new files for new fiscal year, archiving files from previous years, maintaining an electronic and hard copy of the filing system. Providing support and directions to Lands staff to organize and maintain a filing system and archiving system for their specific areas of responsibility.
- Perform accounting functions under the direction of the Lands Manager and assist in the annual preparation and regular monitoring of the Lands budget for the department.
- Provide support to the Manager and Lands Department Staff to obtain and maintain funding resources; provide support to maintain timely compliance and obligations with funding grants.
- Maintaining Lands Assets List, updating information and inventory lists for Lands office.
- Organizing travel for the Lands team
- Overseeing the planning and implementation of Lands Department community events
- Other tasks as deemed necessary.

EDUCATION, SKILLS AND EXPERIENCE

- College diploma (2 years degree) in business or administration required.
- Experience working with First Nations preferred.
- 2-years' experience in equivalent or higher position.

CONDITIONS OF EMPLOYMENT

- Criminal record check
- Class 5 Driver's license

BENEFITS

- Included after 3 months of probationary period.
- Benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com
titled: Lands Department Admin Assistant

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.