



POSITION	Administrative Assistant, Admin Building
Wage	\$21-\$24 hourly depending on Education and work experience
Status	Full time position (72 hours pay period)
Location	Atlin, British Columbia
Supervisor	HR Manager
Closing Date	Until Filled
Housing	Relocation Package available for the right candidate

**Position Summary**

Taku River Tlingit First Nation (TRTFN) is seeking a motivated and talented individual to join our Administration Department. Reporting to the Human Resources Manager, the Administrative Assistant will play a critical front-line role in administrative services and an important support role to the Administration and Human Resources Team.

**Duties & Responsibilities**

- Provides all front-line reception services including in person and phone, provide back-up reception services for other departments as directed.
- Assist TRTFN Citizens with requests, organize bus schedule and other concerns.
- Update and maintain the TRTFN Government Telephone, Email Directory and maintain it on a regular basis.
- Monitor the TRTFN website, alerting HR Manager when information is outdated and needs to be updated.
- Compose and prepare correspondence, documents, and contracts in support of TRTFN initiatives and projects, as well as preparing meeting agendas and minutes which effectively document the progress of the projects.
- Maintain schedules and calendar of activities, book appointments and schedule meetings for the Administration Department and other departments where required. Resolve scheduling conflicts and issues.
- Receive, log, and distribute correspondence.
- Be able to work independently to support complex assignments such as planning and organizing meetings and special events (virtual and in-person) which may involve the contracting of external vendors, booking venues and accommodations, catering, arranging for transportation, and processing and tracking invoices and expense claims.
- Support a healthy workplace that embraces diversity, encourages teamwork, and complies with all applicable and regulatory requirements
- Monitor the inventory of office supplies, coffee
- Assist with planning and scheduling of CDC meetings, including agenda coordination and material preparation
- Ensure photocopier, printers, and other office equipment is maintained and ink cartridges are stocked as needed
- Maintain files and documentation to an Accreditation Standard.
- Ensure the boardroom is set up for meetings, water, cups, coffee etc.
- General housekeeping of meeting rooms and staffroom

## **Training, Education & Experience**

- Grade 12 plus graduation from a recognized administrative or secretarial program or similar experience. Knowledge of common industry software such as Microsoft Office (Word, Excel, Outlook, PowerPoint), Adobe Acrobat.
- Able to juggle numerous tasks in a busy environment and conduct business in a professional manner.
- Knowledge of First Nations culture, traditions, and of systemic issues faced by First Nations people, and of the political and administrative structures of First Nations.
- Experience in First Nations and/or public sector is preferred.
- Valid Driver's license.

## **Conditions of Employment**

Criminal Record Check    Covid vaccination (2)    References

## **Application Process**

To submit a resume or obtain further information contact: Email: [careers@gov.trtfn.com](mailto:careers@gov.trtfn.com) titled: Admin Assistant, Admin Building

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.