


Administrative Assistant (Child & Youth Services)



The Nuu-chah-nulth Tribal Council (NTC) Child and Youth Services (CYS) Program is seeking a reliable, highly motivated permanent, full-time Administrative Assistant. This position performs a variety of complex administrative duties. Based out of Port Alberni, the Administrative Assistant is under the general supervision of the Manager of Child and Youth Services and works closely with other program staff.

Responsibilities Include

- ◆ First point of greeting to staff and clients attending the office.
- ◆ Receive client calls and assist with referrals to appropriate CYS staff.
- ◆ Maintain scheduling and calendars for CYS Manager and program staff.
- ◆ Online data entry, organization and filing of service information and confidential client records.
- ◆ Coding and authorization of accounts payable and receivable, and travel claims.
- ◆ Providing logistical support for departmental meetings.
- ◆ On request, draft letters, emails, memos, and notifications.

Preferred Qualifications

- ◆ Grade 12 equivalency required plus post-secondary courses or certification in office administration.
- ◆ 2 to 3 years of proven general office skills preferably acquired from working in an office administrative capacity; experience in health care of First Nation services would be an asset.
- ◆ Proficiency with PC computer software applications (e.g., MS Word, Excel, and Outlook).
- ◆ Excellent verbal and written communication skills.
- ◆ Sound knowledge of general office practices and procedures.
- ◆ Able to act with tact and diplomacy, meet deadlines, and maintain effective working relationships.
- ◆ Demonstrated ability to multi-task, plan activities, and prioritize workload.
- ◆ Possess a valid driver's licence and have daily access to a reliable vehicle.
- ◆ Provide references and an acceptable criminal record check.
- ◆ Be willing and able to demonstrate compliance with the NTC Vaccination Policy (COVID-19).

Competitive benefit package and salary based on qualifications and experience: salary range \$44,000 - \$52,000.

Apply by **1 pm July 15, 2022** by sending your cover letter, resume and 3 references (available to be contacted) to:



Nuu-chah-nulth Tribal Council

P.O. Box 1383

Port Alberni, BC V9Y 7M2

Fax: (250) 723-0463

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Nuu-chah-nulth Tribal Council