



ULKATCHO FIRST NATION

P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0

Administrative Assistant Posting

Who We Are

Ulkatcho is a First Nation of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake BC on the Western edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometres east of Bella Coola.

Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community.

Department:

Administration. Permanent, Full Time

Rate of Pay:

Dependant upon qualifications.

Job Summary:

Reporting directly to the Operations Manager, the Administrative Assistant will support the Operations Manager. Duties are as follows:

- Scheduling of meetings and appointments
- schedule and prepare for meetings including Chief and Council meetings by producing the agendas, compiling relevant information and distributing in advance
- Take minutes and Prepare Chief and Council minutes for adoption
- Prepares for and takes minutes at all staff, community, committee and other meetings as requested.
- track all motions and action items made by Chief and Council to ensure they have been followed up and implemented under the direction of the Operations Manger
- Arrange all travel for Chief and Council and Administration Staff
- Maintain and organize operations, policy and other documents
- Prepares briefing notes and other correspondence as requested
- provide assistance with special events and projects
- other duties as assigned

Core Competencies:

- Adept in Technology.
- Precise Verbal & Written Communication.
- Organization.
- Time Management.
- Strategic Planning.
- Resourcefulness.
- Detail-Oriented.
- Cultural Competence.

Deadline: This posting is open until filled.

Working Conditions: Work is performed in an office environment

Requirements: Administrative Assistant certificate, or diploma preferred. Three (3) years of experience in fast paced setting. A combination of education and experience will be considered.

To Apply:

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the Office Manager or via email to landerson@ulkatcho.ca Please indicate "Administrative Assistant Competition" in the subject line.

Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.

** We thank all those who apply; however, only short-listed applicants will be contacted.*