



Wkatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
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Employment Opportunity Administration Internship Position

Job Summary:

This is a new youth training position for the nation to develop capacity for the nation, The successful candidate will work with the Operations Manager in an internship capacity to develop and enhance administrative skills with the potential of the successful candidate taking on a management position with the Band. The successful candidate will report directly to the Band Operations Manager to provide support and assistance to the Operations Manager while they are developing their skillset.

Duties:

- Provides a full range of support of administrative business activities, including the collection of data for reporting purposes, document preparation, and processes basic accounting transactions.
- Supports in the coordination of the collection of data to produce status reports and other reports, as needed by management.
- Verifies transactions and documents submitted for processing, such as proposals, approvals, tracking and filing and coding supporting documentation, to ensure compliance with applicable policies, procedures, and guidelines.
- Supports the Operations Manager and team members in monitoring, measuring, budgeting, and reporting processes and other administrative duties
- Provides support for Administrative and Management team related to internal/external audits.
- Assists in the development of updated reports for external and internal clients for distribution and publication after review, when applicable.
- Assists in the development and tracking of proposals, applications, and other pertinent documentation.
- Other duties as required

Core Competencies:

- Proficient in the use of Microsoft products and other business applications
- Self Starter

- Self Management
- Excellent customer relations skills
- Previous experience and knowledge of financial systems, processes, and software is an asset.
- Strong IT skills
- Experience can be acquired through studies, work experience or volunteer activities.
- Good oral and written communication and presentation skills.
- Good judgment, excellent organizational and planning skills, and the ability to work independently as well as within a team setting.

This is a training position, and it is recognized the incumbent will not have all the Core Competencies listed. A combination of acquired skills through education, training and working experience will be considered.

Working Conditions: Work is performed in an office environment

Requirements:

University degree or College Diploma in a related field
Recent criminal record check

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

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Administration Internship**” in the subject line. Or drop off at the reception counter at the band office.