



# ULKATCHO FIRST NATION

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

## ~ JOB POSTING ~

**JOB TITLE:** Secretary

**DEPARTMENT:** Head Start

**START DATE:** TBA **END DATE:** n/a

**RATE OF PAY (for work that is not full-time):** \$ TBA

**POSTING CLOSING DATE:** April 27/17

### WHAT IS THE JOB:

Secretary Needed for Headstart in 2 Mile-IR14A  
Deadline April 27 2017

#### SPECIFIC DUTIES AND RESPONSIBILITIES INCLUDE:

- Telephone coverage
- Greet and assist parents and children that visit Headstart
- Fulfill general office duties such as filing, processing mail and distributing faxes
- Coordinate and report payroll to Health Director
- Assist with Children when needed
- Perform other duties as directed that correspond to the overall function of this position

#### JOB SPECIFICATIONS:

- High School Diploma and/or completion of a certificate/diploma in Business,
- Strong organizational, problem solving, and multitasker
- Strong computer skills with average level proficiency in MS Excel; basic level proficiency in MS Word
- Working with parents and children, and have Traditional Knowledge of Ulkatchot'en
- Drivers Licence, an asset

Job is open to unemployed Ulkatcho Band Members, preferably Carrier speaking individual. Ability to work independently with minimal supervision. Fill out job application at Headstart in 2 Mile or Ulkatcho Band Office, and have a criminal record check.

**TO APPLY:** Submit a resume or complete an Ulkatcho Application at Ulkatcho Band Office Reception.

**NOTE:** *Only those applicants selected for an interview will be contacted*

POSTED: April 20/17