



Ulkatcho

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Employment Opportunity

Interim Office Manager & Indian Registry Clerk

Job Summary

Working in conjunction with Council and all UFN departments, at the direction of the Operations Manager; the Office Manager/Indian Registry Clerk will endeavor to provide administrative support, focusing on the management of the Administration facility, Band owned buildings/assets and under taking Indian registry services.

Duties of the Office Manager:

- Establishing maintenance schedule for UFN Administration buildings and capital assets
- Establish booking and check-out procedures for the Community Hall and ensure it is cleaned to acceptable standards at check out.
- Develop and Implement Hall booking procedures.
- Track, maintain and assign UFN equipment as needed
- On-boarding new employees in the areas of office procedures, and equipment. Including telephones, voicemail, photocopier, fax, and scanner and email procedures
- Supervise and train receptionist
- Act as point of contact for technical services administered by outside agencies, with contract particulars subject to Band Manager approval
- Maintain inventory of office supplies
- Collect and deliver mail for all UFN departments, including the Nagwuntl'oo School
- Ensure postage meter supplies and rates are current
- Track expenditures for all activities
- Produce a community newsletter with input from all departments.
- Provide postings to community and on websites and social media.
- Other duties as UFN sees fit to include
- Seek and apply for at least one grant per fiscal year that will support or enhance this department

In your capacity as the Indian Registry Clerk, you will be responsible for the accuracy of the Ulkatcho First Nation Band membership list, ensuring all vital statistics records are in order and issuance of Indian Status/Band membership cards.

- Maintain a current UFN membership list
- Issue Certificates of Indian Status
- Record Births, Deaths, Marriages and Transfers
- Study population growth and trends

- Correspondence that pertains to band membership
- Provide Estate and Wills resources and information to UFN membership
- Other duties as required.

Qualifications

- Bachelor's degree in Business Administration or MBA.
- Exceptional communication skills- Excellent verbal and written communication with 100% fluency in English, interpersonal skills, and ethical mindset.
- Minimum of two (2) year experience to the duties and responsibilities outlined above.
- Skill in computers and related software applications.
- Knowledge of the Indian Registry process, related policies and membership resources

Skills and Abilities

- Good organizational skills
- Good at file management
- Adept to problem-solving and conflict resolution
- Able to communicate effectively (verbal and written);
- Strong ability in using MS Office including Word, Excel, PowerPoint, and Outlook;
- Demonstrated ability to successfully establish and maintain respectful, productive and cooperative working relationships
- Strong ethics and knowledge of confidentiality
- Familiar with the use of lamination machines.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License
- Operates as part of a team and is flexible about the boundaries and functions of the job
- Good interpersonal skills with the ability to support individuals to access resources, and problem solve
- Strong administrative skills with attention to detail
- Intermediate skills with Microsoft Office (You are capable of using large number of functions and feel confident using the program)
- Ability to communicate clearly to individuals
- Good integrity and professionalism
- Strong team player with excellent teambuilding skills
- Lifestyle consistent with the importance and responsibilities of the position Creates an environment where open honest communication is valued and develops strong, cooperative relationships
- Quality – Sets and attains quality standards that meet or exceed requirements
- Planning and Organizing – Establishes and plans a clear course of action, involving others as appropriate, managing activities and monitoring results to accomplish specific goals and timetables
- Initiative – Is a self-starter, seeking out or taking the initiative to get work done
- Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
- Agree to abide by the UFN confidentiality policy

- Ensures that all internal and external deadlines are met
- Takes responsibility for identifying and upgrading of personal skills necessary to perform job duties
- Successfully completes all training courses undertaken at the direction of Band Administrator or Supervisor
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

How to Apply:

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Interim Office Manager & Indian Registry Clerk**” in the subject line. Or drop off at the reception counter at the band office.

Posting Date: June 13, 2022

This position will remain open until filled