



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 processing 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 distribution
- 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 the 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 successful candidate will not have all the Core Competencies listed. A mixture of education training and experience will be considered.

Deadline: This posting is open until filled.

Working Conditions: Work is performed in an office environment in Anahim Lake

Requirements:

University degree or College Diploma in a related field

Recent criminal record check

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 hr@ulkatcho.ca Please indicate "Internship Competition" in the subject line.

This position will remain open until a successful candidate is found

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

Only short-listed candidates will be contacted.