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[www.saikuz.com](http://www.saikuz.com)

**Position:** Administrative Assistant  
**Hours:** Full-time  
**Reports to:** Band Designate Representative  
**Start Date:** May 3, 2021

The Administrative Assistant works closely with the Band Designate Representative and Youth Support Worker. The Administrative Assistant is responsible for the efficient day-to-day operations of the office and supports the work of upper management and the Band Designate Representative through administrative and clerical operations.

### **Duties & Responsibilities:**

- Use word processing, spreadsheet, and database software to prepare reports, memos, and documents.
- Code and file financial material according to established records management procedures.
- Open and distribute incoming standard and electronic mail and other material and coordinate the flow of information internally, interdepartmentally, and with other organizations.
- Schedule and confirm appointments and meetings, arrange travel schedules, and place reservations.
- Order office supplies and maintain inventory.
- Answer visitor and staff inquiries and relay messages.
- Design and maintain manual and digital information filing systems.
- Develop and establish office procedures.
- Welcome and direct visitors to the appropriate staff member or location.
- Record and prepare meeting minutes.
- Compile data and other information to support research activities.
- Organize conferences and internal events.
- Other duties as required by the Band Designate Representative or Health Manager

### **Qualification Requirements:**

- Minimum Grade 12 and two years of office experience with acceptable work references.
- Computer literacy, including Microsoft 365 (Word, Excel, Outlook, Teams).
- Criminal record check.

- Valid driver's license and reliable access to a personal vehicle.
- Certificate in Business Administration preferred.

### **Preferred Skills & Competencies:**

- Capable of accurately typing 65 or more words per minute.
- Capacity to write funding proposals.
- Excels at working independently or within a team setting.
- Familiar with the use of common business machines, such as fax, copiers, printers, etc.
- Highly organized, efficient, and able to work under tight deadlines.
- Excellent written and oral communication skills.

### **Working Conditions**

- Located in an open office area and with regular interruptions and deadlines.
- Extensive computer work and typing requiring long hours of sitting and using office equipment.
- Communication with a wide variety of internal and external clients.
- Lifting of office boxes and supplies may be required.
- Use of a personal vehicle may be required.
- May be required to travel outside of normal work setting

Please submit your cover letter and resume via e-mail to [resume@saikuz.com](mailto:resume@saikuz.com). This position will remain open until a candidate is selected.

We thank everyone for their interest; however, only those selected for an interview will be contacted.