



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
[www.saikuz.com](http://www.saikuz.com)

**POSITION:** Administrative Assistant  
**HOURS:** 8:30 AM – 4:00 PM, Monday-Friday  
**SUPERVISOR:** General Manager

The Administrative Assistant handles visitor-facing duties as well as general office management tasks and staff support. When visitors walk into the office, we want them to find a friendly, smiling face and a helping hand. The ideal candidate has excellent communication and multitasking skills, a positive attitude, and a strong work ethic.

#### RESPONSIBILITIES (LIMITED, BUT NOT INCLUDED, TO):

- Greet and assist on-site guests in a helpful and friendly manner
- Answer inbound telephone calls
- Redirect enquiries to the appropriate department and individual
- Provide support and assistance to managers and other employees
- Perform other office tasks as required

#### QUALIFICATIONS:

- Friendly, helpful attitude
- Strong organizational skills
- Clear, professional telephone voice
- Strong attention to detail
- Ability to prioritize and multitask
- Excellent written and verbal communication skills

Please submit your cover letter and resume to Tracy Appel, General Manager, in-person at the Saik'uz Band Office or via e-mail at [general.manager@saikuz.com](mailto:general.manager@saikuz.com) by 4:00 PM on January 24<sup>th</sup>, 2020. Preference may be given to a qualified member of Saik'uz First Nation.

**We thank you for your application!**