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Position Information

Position: Economic Development Assistant
Position ID: ED-2202
Supervisor: Economic Development Manager
Hours: Full-time, Permanent
Wage Range: \$18-\$22/hour (experience dependent)
Start Date: December 2, 2022

Job Summary

The Economic Development Assistant performs a variety of technical and confidential office administrative supports to the Economic Development Manager. In addition, this role assists in promoting and strengthening the economic health and diversity of the Saik'uz First Nation community.

Essential Duties & Responsibilities:

- Assist in the preparation of proposals
- Perform office support functions, prioritize, and coordinate work assignments and review work for accuracy
- Provide varied and confidential administrative functions
- Compose correspondence and reports from brief instructions
- Organize and maintain records, update information as necessary
- Make accurate arithmetic computations
- Enter and retrieve data with sufficient speed and accuracy
- Take accurate notes and transcribe
- Ability to file materials alphabetically, chronologically, and numerically
- Ability to prioritize
- Coordinate calendars and schedule meetings

Qualifications & Skills:

- 1 year experience in the Economic Development field
- 2 years experience in administration
- Relevant post-secondary education an asset
- Practices and procedures involved in organizing various types of records and information
- Excellent communication and interpersonal skills
- Ability to work in a team-oriented environment or independently
- Flexibility is necessary to adapt to changing work priorities
- Excellent organizational and time management skills
- Proficient in Excel, Word, and PowerPoint
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information
- Detail oriented
- Ability to take direction
- Reliability and dependability a must

- Must undergo a criminal record check
- A valid BC Driver's License, a current drivers abstract, and a reliable vehicle

Qualifications & Skills:

- This is a full-time position, with 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm.
- The position does not compensate for overtime; however, compensatory time off for overages of hours of work can be taken with the permission of the Economic Development Manager.

Please submit your cover letter and resume via e-mail with the Position ID in the subject line to resume@saikuz.com by November 18, 2022.

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