



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

Housing Assistant

Position ID: HM-2301

Hours: Full-time, permanent

Saik'uz First Nation is an Indigenous nation in central BC dedicated to providing quality, timely services to its members and supporting its employees through competitive benefits, professional development opportunities, and compassionate leadership.

Responsibilities

The Housing Assistant reports to the Housing & Membership Manager and provides a variety of technical and confidential office administrative support. The Housing Assistant's duties include, but are not limited to:

- Handling administrative requests and queries
- Organizing and scheduling appointments and meetings
- Assisting in the preparation of proposals
- Taking detailed minutes and composing correspondence or reports from brief instructions
- Organizing, maintaining, and updating confidential records

Qualifications & Skills

- 1 year's experience in the Housing/Renovation field
- 2 years' experience in administration
- Relevant post-secondary education an asset
- Excellent communication and interpersonal skills
- Team-oriented, but able to work independently
- Organized, detail-oriented, efficient, and flexible
- Computer literate and proficient in Excel, Word, and PowerPoint
- Criminal Record Check
- Valid BC driver's license, reliable vehicle, and current driver's abstract

Salary & Benefits

- \$18-22/hour (experience dependent)
- Medical (including vision care), dental, disability, and life insurance benefits
- Paid vacation, sick, and parental leaves and cultural days
- Work-related travel mileage compensated at 68¢/km

How to Apply

- Submit your resume to the Band Office or email a copy to resume@saikuz.com with the position ID in the subject line.

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