



ADMINISTRATIVE ASSISTANT

Supervisor: Maintenance Manager

Term: Part-time, Permanent

Job Summary

As the Administrative Assistant in the Maintenance Department, you will provide essential administrative support to ensure smooth and efficient operations. This role includes assisting with documentation, scheduling, recordkeeping, vendor coordination, and tracking maintenance activity. You'll help keep workflows on track and ensure that the team can deliver services effectively and on time.

Please note that this role may grow into a full-time position depending on operational needs.

Duties & Responsibilities

- Prepare, format, and distribute operational and maintenance reports (e.g., work order summaries, equipment logs, performance metrics)
- Maintain accurate records and filing systems for compliance, inspections, and maintenance history
- Complete reporting for all associated funding
- Assist with creating, editing, and sending internal and external correspondence (emails, memos, notices)
- Track and follow up on maintenance requests, purchase orders, vendor communications, and service agreements
- Support scheduling of maintenance work, team meetings, contractor visits, and site access
- Monitor administrative workflows and flag delays or issues as needed
- Coordinate with vendors, contractors, and internal departments for routine maintenance operations

- Update and manage internal databases, spreadsheets, and tracking logs
- Support inventory and supply tracking for maintenance materials
- Visit facilities or operational sites occasionally, depending on location and need

Qualifications & Skills

- High school diploma or equivalent
- 2+ years of administrative or office experience, preferably in an operations, facility, or maintenance setting
- Strong organizational skills and excellent attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and/or Google Workspace
- Familiarity with maintenance tracking systems or CMMS software is an asset
- Strong written and verbal communication skills
- Able to work independently, manage time effectively, and meet deadlines
- Discreet in handling sensitive and confidential information
- Valid BC driver's licence and access to reliable transportation
- Current driver's abstract required

Salary & Benefits

Wage: \$21.00–\$23.00 per hour

Benefits: Vacation time, medical and dental benefits, pension plan (after 3-month probation)

To apply, submit a copy of your resume to the Band Office or via email at resume@saikuz.com. If submitting via email, please include the position title in the subject line.

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