



Employment Opportunity
ADMINISTRATIVE ASSISTANT

Reference No. QSL-LLE-AA-1118

PURPOSE: Reporting to the Daycare Manager, the Administrative Assistant is responsible for providing secretarial and administrative services for the Daycare Manager and Le'lum'uy'lh Daycare. The successful candidate will be detail-oriented, pro-active and efficient. This position is a permanent full time position.

RESPONSIBILITIES:

- Communicate with parents, children, staff members and community members on a daily basis regarding program information, billing and registration
- Demonstrate a professional and positive demeanor while responding to inquiries made in person, by phone or by mail and make appropriate referrals
- Manage scheduling, communication and appointments for the Daycare Manager which may include but not limited to tasks, meetings and walk-ins with community members, staff and external organizations
- Compose and prepare monthly newsletters, calendars, social media posts and other communication
- Develop and maintain a comprehensive filing system regarding child care related information and documents using TIFIS and paper-based filing; advising Daycare Manager if further assistance is required
- Track and manage time sheets, leave forms and other internal staff management paperwork; orients new/substitute staff
- Perform other administrative duties such as ordering and picking up supplies, receiving/delivering mail, entering data, proof-reading/editing
- Compile reports for various government agencies and Cowichan Tribes
- Other related operational duties as required to support the daycare

REQUIRED EDUCATION AND EXPERIENCE: (please attach all required documents)

- Business Administration Diploma is required, or a relevant combination of experience and education
- 3 – 5 years administrative experience preferably in child care setting
- Criminal Record Check (C.R.C.) is required
- Valid BC class 7 driver's license and a reliable vehicle

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Cowichan culture, customs, traditions and Quw'utsun Syuw'entst Lelum programs and services
- Ability to prioritize, organize, problem solve and effectively handle multiple tasks
- Ability to operate a variety of office equipment such as intercom system, multi-phone line, photocopies, fax, laminator and printers
- Proficient in computer tools such as Microsoft Office, DRUMS and TIFIS
- Demonstrated written, verbal, and interpersonal skills

Please refer to Reference No. QSL-LLE-AA-1118 when submitting cover letter, resume, and three references to:

Human Resources Department, Cowichan Tribes
5760 Allenby Road, Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com>

Deadline: 4:00 p.m. November 22, 2018