



EMPLOYMENT OPPORTUNITY **ADMINISTRATIVE CLERK** Reference No. ADM-HR-ADMCLE-0119

Purpose: Reporting to the Human Resources Director, the successful candidate will provide reception, clerical, administrative and records management support to the Human Resources department involving material of a confidential and sensitive nature. This is a fulltime permanent position.

Responsibilities:

- Demonstrate a professional and positive demeanor while responding to inquires made in person, by phone or by mail and make appropriate referrals
- Answer telephone calls and perform reception duties such as: operating a multi-line telephone system to answer, screen and forward calls; take messages and provide basic information; direct callers to the appropriate contacts or services and provide basic program/service information
- Assist with a variety of correspondence, reports, letters, memorandums, notices and presentation, and/ or graphic materials using Microsoft Office Suite programs
- Assist with appointments or meetings (pre/post support); prepare meeting agendas, packages, and refreshments; book travel, accommodation, and off site meeting arrangements as needed
- Operate and perform minor maintenance on photocopying, facsimile, scanners and other office equipment
- Open, sort, and stamp incoming and outgoing mail; arrange for courier deliveries and pick-up; order and maintain office supplies as needed
- Develop, maintain, and process documents by assigning applicable tracking number, scanning, renaming file with appropriate number and relocating e-file to appropriate file
- Participate in staff and/ or department meetings, events, training and other initiatives
- Other related duties as required

Required Education and Experience: *(please attach all corresponding documents)*

- Certificate or Diploma qualification in Office Administration or related program is preferred
- Grade-12 education with a minimum of 2-years' experience working in a clerical or office administration role and must have database experience
- Criminal Record Check (C.R.C) is required
- B.C Driver's License and reliable vehicle

Required Skills, Knowledge, and Abilities:

- Ability to maintain strict confidentiality and sensitive information
- Ability to organize, take initiative, and strong attention to detail
- Well-developed written, oral, and interpersonal communication skills
- Well-developed time management with the ability to multitask different tasks simultaneously
- Knowledge of Microsoft Office programs and well developed ability to compile, prepare and type a variety of materials with skill and accuracy
- Knowledge of Cowichan Tribes programs, language, culture, customs, and traditions

Please quote Reference No. ADM-HR-ADMCLE-0119 upon submitting cover letter, resume, and three references to:

Human Resource Department, Cowichan Tribes
5760 Allenby Road, Duncan, B.C. V9L 5J1

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Friday, February 8, 2019