



## Employment Opportunity **Administrative Clerk** Reference No. LSG-ADM-CLE-0619

**PURPOSE:** Reporting to the Lands and Self Governance Director, the purpose of the Lands Administrative Clerk is to perform a full range and variety of skilled clerical and administrative services to support the Lands Department. This is a full-time permanent position.

### **RESPONSIBILITIES:**

- Prepares correspondence, reports, charts, documentation, and other documents using word processing, spreadsheet and other software;
- Prepares and maintains spreadsheet, data base and other records and files; sets up and maintains filing systems;
- Performs a variety of clerical duties such as: file incoming documents; ordering office and other supplies; gathering, maintaining and preparing technical or other data and summaries; sorting files and shredding;
- Record and transcribe minutes for Committee meetings;
- Creates templates specific to lands documentation;
- Assist and follow up with community members, such as when additional information is required, or to prepare mail outs or copies of documents;
- Coordinate meeting details, such as preparing the agenda, putting together attendance packages, confirming member attendance, securing a location, and other relevant details;
- Liaise with other Cowichan Tribes departments when necessary;
- Reception coverage as needed for breaks and lunches;
- Performs miscellaneous duties as assigned

### **EDUCATION AND EXPERIENCE:** *(please attach all required documents)*

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

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Ability to communicate effectively orally and in writing;
- Ability to record and transcribe minutes of various meetings;
- Ability to answer and direct incoming telephone calls and operate related telephone equipment;
- Knowledge of the Cowichan Tribes organization, programs, services and key contacts;
- Time management and organizational skills with the ability to multitask;
- Excellent written, oral, and interpersonal communication skills;
- Knowledge of Microsoft Office Suites programs.

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention: Reference No.** LSG-ADM-CLE-0619

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

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

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

**Deadline: Thursday, July 11, 2019 at 4:00 p.m.**