



Employment Opportunity **Administrative Clerk**

Reference No. LS-ADM-CLE-0719

PURPOSE: Reporting to the Prevention Office Manager/Embracing Life Coordinator, the purpose of the Administrative Clerk is to perform a full range and variety of skilled clerical and administrative support services to the Prevention team. **This is a full-time permanent position with local travel required.**

RESPONSIBILITIES:

- Demonstrate a professional and positive demeanor while responding to inquiries 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;
- Complete daily staff attendance update;
- Assists with a variety of correspondence, reports, letters, minute taking, notices and other documents using Microsoft Office and other programs;
- Assist with appointments or meetings; prepare meeting agendas, packages, presentation media and refreshments; book travel arrangements etc. 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; and order and maintains office supplies;
- Maintain paper or electronic filing systems, records, logs, filing systems and forms;
- Participates in staff / department meetings, events, training and other initiatives;
- Other related duties as required.

EDUCATION AND EXPERIENCE: (please attach all required documents)

- Grade-12 education or equivalent; Certificate or Diploma in Office Administration or related program is required;
- Minimum of 2-years' experience working in a clerical or office administration role;
- Criminal Record Check (C.R.C) is required;
- Class 5 B.C Driver's License and reliable vehicle is required.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Proficiency in Microsoft Office Suites programs and other computer programs;
- Excellent planning, prioritization, organizational and time management skills;
- Ability to multitask and uphold confidentiality in a fast-paced environment with strict deadlines;
- Excellent written, interpersonal and verbal communication skills;
- Knowledge of the organization's departments, programs, and services and Cowichan Tribes customs, culture, traditions.

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. LS-ADM-CLE-0719

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

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Monday, July 29, 2019