



Employment Opportunity
CLERK
Reference No. SHD-QET-CLE-0719

PURPOSE:

Reporting to the Office Manager, the successful candidate will provide office support services to the Sustainable Housing Department by performing a variety of housing related clerical duties. The Clerk position is a *Quw'utsun Employment and Training (QET)* work experience opportunity allowing the candidate to gain transferable entry-level administrative skills. The position is a full-time term position from **August 2019 – March 31 2020**.

ELIGIBILITY REQUIREMENTS TO APPLY, YOU MUST:

- Be a registered Cowichan Tribes Member
- By submitting your application, you authorize consent to release your cover letter and resume to QET which will be used for funding purposes if you are the successful candidate
- Be between the ages of 15 years to 30
- Have not been previously employed as a fulltime term or full time permanent Clerk within the Cowichan Tribes Sustainable Housing Department

RESPONSIBILITIES:

- Demonstrate a professional and positive demeanor when responding to community members by phone or in person
- Refer community members to the designated person or take messages as appropriate
- Provide community members and staff members assistance, direction, forms and other related duties as needed
- Enter maintenance service requests into the in-house database system
- Type reports, correspondence, notices, memos, meeting agendas or other documents as assigned
- Maintain paper or electronic filing systems and track / distribute incoming and outgoing documents as assigned
- Participate in training, organizational events and staff meetings
- Assist with picking up mail / supplies, delivering notices and coordinating meetings
- Other related duties as required to support the Sustainable Housing Department

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

- Grade 12 or equivalent **required**
- Certificate / Diploma / Degree in Applied Business Technology or Business / Office Administration is *preferred*
- First-Aid Certification is *an asset*
- Valid Class 5 BC Driver's License and a reliable vehicle is *an asset*

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Excellent written communication, interpersonal skills and community-centered approach
- Strong attention to detail, planning skills, organizational abilities and the ability to multi-task
- Proven ability to uphold confidentiality and operate in a fast-paced / busy work environment
- Working knowledge of Microsoft Office programs, use of various office equipment and ability to learn our in-house database system for processing maintenance service requests

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.

Assistance with the application process will be available within the QET Department at Cowichan Tribes

Please Quote: Reference No. SHD QET CLE 0719

When submitting to: Human Resources Department, Cowichan Tribes

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Tuesday, August 13, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.