



Employment Opportunity **ASSET COORDINATOR**

Reference No. SHD-AC-1121

PURPOSE: Reporting to the Asset and Project Manager, the purpose of the Asset Coordinator is to coordinate and assist with the administrative tasks and procurement initiatives for the project and asset team. *This is a full time permanent position that works remotely, in the office, and moderate local travel as required.*

RESPONSIBILITIES:

Provide Administrative Support to the Program:

- Create purchase orders and balance supply requests with orders
- Analyze invoices to ensure accuracy of goods delivered
- Monitor inventory with Field Maintenance Supervisor to ensure the flow of goods remain positive
- Work closely with the projects team to understand details of procurement requirements
- Work with members for project deliverable prioritization and work order sign-off
- Negotiate and assist members with repayment agreements
- Liaise with members, stakeholders, and project team
- Liaise with Environmental Health Officer, project team, and homeowners
- Inform the triage process for prioritizing project requests
- Provide support for funding applications for construction and renovations
- Provider support for loan guarantee applications for construction and renovations
- Other related duties as required

Coordinate Procurement Initiatives for the Program:

- Identify suppliers of goods and services
- Assist in completing ISC & CMHC funding forms and applications for private home applications
- Assist project team with completing funding forms
- Negotiate terms with suppliers such as price, quality of goods, deadlines, and expectations
- Liaise with suppliers and project managers regarding updates and details of goods
- Assist Asset and Project Manager by researching technologies and material options
- Other related duties as required

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

- Grade 12 graduation required
- Certificate in Project Management preferred
- Business Administration Certificate or Diploma is considered is an asset
- Experience working with procurement preferred
- Experience with business or proposal writing required
- Experience working in a First Nations community is essential, and a willingness to learn about Cowichan culture, customs, and traditions
- Criminal Record Check (CRC) required
- Valid BC Driver's License and reliable vehicle required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Cowichan Tribes internal departments and programs
- Knowledge of internal databases such as TIFIS is an asset
- Knowledge of Microsoft Office Suite programs, including Microsoft Projects, One-Note or other Project Management tools is essential
- Well-developed written, oral, interpersonal skills and computer skills
- Organizational skills
- Time management skills with the ability to coordinate different projects simultaneously

HOW TO APPLY: *Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources via email before the deadline with the Reference Number in the subject line of your email.*

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Cowichan Tribes Human Resources Department

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/member-services/human-resources/employment-opportunities>

Deadline: 4:00 p.m. on Friday, November 26, 2021