



Employment Opportunity

ADMINISTRATIVE CLERK

Reference No. ADM-ADM-AC-0823

PURPOSE:

Reporting to the Office Manager, the Administrative Clerk will be responsible to provide administrative support to ensure the Administration department's services are completed in an effective and efficient manner. This is a full-time permanent position that works primarily in the office with minimal local travel required.

COMPENSATION AND BENEFITS:

Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid professional development, paid vacation and paid sick leave. Depending on experience, the position starts at \$26.44 – \$28.04 per hour (\$48,118.98 – \$51,023.70 annually).

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
- Assist 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 photocopier, 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 corresponding documents)*

- Completion of Grade 12 is required
- Certificate or Diploma in Office Administration or related program is preferred
- Minimum 2 years' administrative/clerical experience is required
- Valid BC Driver's license and reliable vehicle is required
- Satisfactory Criminal Record Check required
- Experience working in a First Nations community considered an asset

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.
We thank all applicants in advance but only shortlisted candidates will be contacted.*

- 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:

- 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 Cowichan Tribes departments, programs and services
- Knowledge and understanding of Cowichan culture, traditions and the Hul'q'umi'num' language or a willingness to learn

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 by 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/employment>

Deadline: 4:00 p.m. on Friday, September 8, 2023