



# Employment Opportunity Administrative Assistant

Reference No. HR-ADM-AA-0422

**PURPOSE:** Reporting to the Human Resources Director, the Administrative Assistant will provide a wide range of administrative support to the Human Resources team including reception, clerical, recruitment, orientation, records management and other related administrative duties consistent with operational needs as assigned. This position will be required to handle confidential and sensitive information and material, and will work in accordance with Cowichan Tribes policies and procedures and applicable legislation. This is a full time, 35 hour per week permanent position.

## RESPONSIBILITIES:

- Answer telephone calls and perform reception duties such as: operating a multi-line telephone system to answer, screen and forward calls; take messages; direct callers to appropriate contacts or services and provide basic program information
- Professionally greet, respond and direct Cowichan Tribes employees seeking HR services in person, by phone or by e-mail
- Prepare, open, sort, and stamp incoming and outgoing mail and faxes
- Arrange for courier deliveries and pick-up; order and maintain office supplies as needed
- Operate and perform minor maintenance on photocopying, facsimile, scanners and other office equipment
- Assist with the preparation of HR correspondence, reports, letters, memorandums, presentations, and/or graphic materials using Microsoft Office Suite programs
- Provide recruitment support including, but not limited to; advertising postings, overseeing and maintaining candidate databases and incoming applications, preparing tools and documents, conducting reference checks and liaising with HR Advisors as needed
- Provide orientation support including, but not limited to; preparing orientation packages and creating/maintaining new employee files
- Assist the HR team with booking appointments and meetings (*pre/post support*)
- Prepare meeting room, agendas, packages, and refreshments
- Book travel, accommodation, and off site meeting arrangements as needed
- Assists with day to day assignments and project work as directed
- Develop, maintain, and process documents by assigning applicable tracking number, scanning, renaming file with appropriate number and relocating e-file to appropriate file
- Oversee and maintain paper and electronic filing systems
- Participate in staff and/or department meetings, events, training and other initiatives
- Other related duties as required

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

- Grade 12 education is required
- 2-years' experience working in an administrative role is required
- Certificate or Diploma in Office/Business Administration, Human Resources or related program is preferred
- Experience working for a First Nations community is an asset
- Criminal Record Check
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. Employees must show Proof of Vaccination as a mandatory condition of their employment.

## SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of basic HR principles, practices, administration and applicable legislation
- Ability to maintain strict confidentiality and sensitive information
- Ability to organize, take initiative, and strong attention to detail
- Well-developed written, oral, and interpersonal communication skills
- Well-developed time management with the ability to multitask different tasks simultaneously
- Ability to work independently and as part of a team showing a commitment to team goals
- Knowledge of Microsoft Office programs and well developed ability to compile, prepare and type a variety of materials with skill and accuracy
- Knowledge of Cowichan Tribes departments, programs, language, culture, customs, and traditions

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

**Please refer to Reference No. HR-ADM-AA-0422  
when submitting cover letter, resume, and three references to:**

Cowichan Tribes Human Resources Department

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

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

**Deadline: 4:00 p.m. Thursday April 28, 2022**