



Sto:lo Nation Human Resource Office
Building #7-7201 Vedder Road
Chilliwack, BC V2R 4G5

January 26 2011

CENTRAL SUPPORT SERVICES SUPERVISOR
(EXTERNAL)

Sto:lo Nation requires the services of an qualified **Central Support Services Supervisor** to fill a vacancy with the **Finance and Administration Department**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The Central Support Services Supervisor will administer and oversee the overall office administration of the Sto:lo Nation. Specifically, in the following Key Result Areas: development and setting up of administrative policies; guidelines; system and procedures for efficient office administrative services; interpretation and analysis of administration policies; systems and procedures and its implications to management services; and provision of advice and consulting task to management and employees relative to office administration efficiency and effectiveness.

This position reports to the Finance and Administration Manager. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position. Based on service needs the department reserves the right to relocate workers within the service delivery area.

QUALIFICATIONS/REQUIREMENTS:

- **University degree or diploma** specializing in any of the following: Business Administration, Public Administration, office administration or related courses
- **Minimum of 3-5 years of actual supervisory experience and financial budget administration experience** in all of the tasks cited in the specific duties and responsibilities. Overseeing: Reception; HR personnel, Records Management; Maintenance of office supplies and materials; Office equipment monitoring and repair; Vehicle Pool and Event/Fundraiser Support
- Ability to operate a computer, a FAX machine and other office equipment
- Ability for being organized, and must have good coordination and monitoring skills and able to keep good record keeping systems
- Ability to work independently and with minimum supervision
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid Class 5 BC Drivers' License.
 - Must successfully pass the required pre-employment RCMP Criminal records Check.

SALARY RANGE:

Will be based on qualifications/experience.

TYPE OF POSITION:

Full-time 1 year term position with benefits, subject to 6-month probationary period and planned performance evaluations. Possibility of extension after the one (1) year term depending on available funding.

APPLICATIONS DEADLINE:

4:00 PM, Friday, February 24th, 2012

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Sto:lo Nation Personnel Department
Bldg. #7, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.