



Stó:lō Service Agency - Human Resource Office

Building #5-7201 Vedder Road
Chilliwack, BC V2R 4G5

March 4, 2019

RECEPTIONIST/ADMINISTRATIVE ASSISTANT - TARGETED WAGE SUBSIDY (TWS) (INTERNAL)

Stó:lō Service Agency requires the services of a qualified Receptionist/Administrative Assistant to fill a vacancy with the Health Services. 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 Receptionist is responsible for providing reception, secretarial, clerical and administrative support to ensure that Stó:lō Nation Services are provided in an effective and efficient manner.

This position reports to Executive Admin Assistant/ Operations Manager. The successful candidate will work out of the Central (Chilliwack) office. Some travel may be required for this position.

TARGETED WAGE SUBSIDY FUNDING REQUIREMENTS:

- Must be First Nations/Inuit
- Must be working age
- Unemployed (3 months or more) or under employed

QUALIFICATIONS/REQUIREMENTS:

- **Internal Posting criteria:** Must be a current staff member of Stó:lō Service Agency or be a member from the following bands: Aitchelitz, Leq'a:mel, Matsqui, Popkum, Skawahlook, Skowkale, Shxwha:y, Squiala, Sumas, Tzeachten & Yakweawioose. Please clearly identify in your cover letter or resume.
- Experience working in a similar position.
- Experience in performing administrative duties and activities.
- Experience working with First Nation communities.
- Demonstrated leadership, team building and coordination skills.
- Computer literacy on Microsoft Word, Excel, Powerpoint, Publisher, Adobe Suite, and other computer software.
- Demonstrate basic office administration skills
- Willingness to an understanding of relevant legislation, policies and procedures
- Demonstrate an understanding of the cultural and political environment and/or possess cultural awareness and sensitivity
- Demonstrate team building, analytical and problem-solving skills
- Demonstrate decision making skills and effective verbal and listening communications skills
- Computer skills and ability to do spreadsheet and word processing programs at a highly proficient level
- Ability to demonstrate stress management and time management skills
- Be honest, trustworthy and respectful
- Be flexible and demonstrate sound work ethics
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and Stó:lō Service Agency
- **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 Ministry of Public Safety and Solicitor General Check.

SALARY RANGE:

\$14.00 - \$15.00 and will be based on qualifications/experience.

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00 PM, Friday, March 15, 2019

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. As this is an Interdepartmental/Internal job posting, all applicants must meet the Interdepartmental/Internal Posting criteria. Send to:

Stó:lō Service Agency Personnel Department
Bldg. #5A, 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.