



Stó:lō Service Agency - Human Resource Office

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

March 4, 2019

ADMINISTRATIVE ASSISTANT (EXTERNAL)

Stó:lō Service Agency requires the services of a qualified Administrative Assistant to fill a vacancy with the Health 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 Administrative Assistant will be responsible for: Preparation/drafting of routine correspondence, administrative reports and other communications; Administrative Duties/ Reception Duties; Organizing and monitoring of Staff Travel and training; Maintenance, monitoring and control of inventory and supplies; General information assistance to staff, clients and the public; Performs other tasks as assigned and as so directed by the immediate supervisor.

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

QUALIFICATIONS/REQUIREMENTS:

- Minimum Grade 12 Graduate with preferred office or business certificates or equivalent experience.
- Actual experience (minimum of 1 year) in any or all of the tasks cited in the specific duties and responsibilities.
- Ability to operate a computerized inventory system.
- Computer skills in Microsoft Office (Word, Outlook, Excel) - Internet
- Database Management.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds
- Team building skills
- Analytical and problem-solving skills
- Ability to operate a computer, a FAX machine and other office equipment.
- Ability to work independently and with minimum supervision.
- 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:

\$16.00 - 18.00 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. 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.