



Stó:lō Service Agency - Human Resource Office

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

April 15, 2019

ADMINISTRATIVE ASSISTANT /MAIL CLERK (INTERNAL)

Stó:lō Service Agency requires the services of a qualified Administrative Assistant /Mail Clerk to fill a vacancy with the Operations 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.

Assists in the administration and overall coordination of administrative-related tasks, specifically in vehicle administration and mail delivery. The position's key result areas [KRA's] are the following: a] booking of company vehicles; b] assistance in the preparation of administrative reports relating to vehicle administration including purchase orders; c] administration of claims for any company vehicle accidents; d] mail administration and delivery; e] performs other tasks as assigned and as so directed by the immediate supervisor.

QUALIFICATIONS/REQUIREMENTS:

- Grade 12 Graduate with courses in office administration and related courses
- Actual experience (minimum 1 year) in any or all of the tasks cited in the specific duties and responsibilities
- Computer skills (MS Office), is a desirable characteristic supplemented by an aptitude for detailed work and ability to follow instructions
- Ability for being organized and able to keep good recording system
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds
- 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:

\$15.00 - \$16.00 per hour Based on qualifications and experience.

TYPE OF POSITION:

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

APPLICATIONS DEADLINE:

4:00pm, Wednesday, April 24th, 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 and 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.