



Stó:lō Service Agency – Human Resource Office

Bldg. # 5A - 7201, Vedder Road, Chilliwack, B.C., Canada, V2R, 4G5

Tel. (604) 858-3366

Fax. (604) 824-5342

April 23 2019

ADMINISTRATION ASSISTANT - SUMMER CAREER PLACEMENT

(INTERNAL)

Stó:lō Service Agency requires the services of a qualified **Administrative Assistant – Summer Career Placement Student** to fill a vacancy with the **Health Services Department**.

The Administrative Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operations. The student will learn the many duties within an administrative support services and will be introduced to various functional tasks as described below.

This position reports to the Health Services Administration Team. The successful candidate will work out of the Central (Chilliwack) office.

QUALIFICATIONS/REQUIREMENTS:

- Must be a Post-Secondary student – *preparing to and/or* enrolled for the Fall Semester 2019 – **Proof of registration/documentation will be required.**
- High school graduation (Grade 12) is the minimum requirement.
- College training in office administration and related areas will be an asset.
- Ability to operate a computer (MS OFFICE-WORD, EXCEL, POWERPOINT), a FAX machine and other office equipment.
- Ability to be organized with excellent planning, coordination, monitoring, evaluation and recording skills and works independently with minimum supervision and in a team environment.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds
- 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

WAGE:

\$16.00 per hour

TYPE OF POSITION:

Summer Student position from early June to end of August 2019

APPLICATIONS DEADLINE:

4:00 pm, Friday, May 17th 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:

Sto:lo Nation 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