



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 18, 2019

2 - ADMINISTRATION CLERKS – SUMMER EMPLOYMENT PLACEMENT OPERATIONS DEPARTMENT INTERNAL

The Operations Department is offering summer employment opportunities for its Student Employment Placement Projects. Due to funding requirements, we will only be accepting Aboriginal student applicants.

The SEP students will provide assistance in the various duties and responsibilities of the SSA Operations department under the direct supervision of the Director of Operations. The students will learn on the job, the many duties within administrative support services and will be introduced to various functional tasks as described below. The students will also assist with the organization of SSA events that may happen over the summer months.

- General filing and records keeping
- Fleet vehicle bookings
- Room and facilities bookings
- Overall secretariat support
- And other duties as requested by direct supervisor

QUALIFICATIONS/REQUIREMENTS:

- Must be returning student and enrolled for the Fall Semester 2019 – *Proof of registration/acceptance documentation will be required*
- Must be a successful High school graduate (Grade 12), with courses in business administration is the minimum requirement. College training in office administration and related areas is preferable
- Ability to operate a computer (MS OFFICE-WORD, EXCEL, POWERPOINT), a fax machine and other office equipment
- Ability for being organized with excellent planning, coordination, monitoring and evaluation skills and have a good recording system and working 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

Successful candidates will be required to provide the following if screened in for an interview:

- References: Three names and phone numbers of recent supervisors
- Must successfully pass the required pre-employment RCMP Criminal records Check

SALARY RANGE: **\$15.00 – \$16.50 per hour** as per funding agreement

TYPE OF POSITION: **Term - Summer Employment:** Beginning of June to End of August 2019

APPLICATIONS DEADLINE:

4:00 PM, FRIDAY, MAY 17TH, 2019

Interested candidates are required to submit a resume and cover letter indicating the job title above 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 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.