



## Stó:lō Service Agency - Human Resource Office

Building #8-7201 Vedder Road  
Chilliwack, BC V2R 4G5

June 28, 2021

### HERITAGE STEWARDSHIP AND ARCHAEOLOGY UNIT OPERATIONS ASSISTANT (EXTERNAL)

Stó:lō Service Agency requires the services of a qualified **Heritage Stewardship and Archaeology Unit Operations Assistant** to fill a vacancy within the **Stó:lō Research and Resource Management Centre (SRRMC) Department**.

The **Heritage Stewardship and Archaeology Unit Operations Assistant** within the Stó:lō Research and Resource Management Centre (SRRMC) oversees all day-to-day operations. The position's Key Result Areas (KRAs) are the following: operations support, including:

- Monitor safety email
- Manage maintenance of safety equipment & vehicles
- Oversee Unit's Occupational Health & Safety Program
- invoice preparation
- schedule fieldwork & track employee hours
- maintenance & development of MS Access databases
- process permit applications & monitor permit email
- preparing summary reports
- maintain Unit's administration-related files & information
- performance of other tasks as assigned & as so directed by the Unit manager

This position will report to the SRRMC Heritage Stewardship and Archaeology Manager. The successful candidate will work out of the Central (Chilliwack) office.

#### QUALIFICATIONS/REQUIREMENTS:

- Post-Secondary education with courses in office administration/ management and related courses.
- Actual experience (minimum of 3 years) in any or all tasks cited in the specific duties and responsibilities.
- Necessary computer skills (MS EXCEL/ MS OFFICE/ MS ACCESS) supplemented by an aptitude for detailed work, ability to follow instructions, and possession of basic analytical skills.
- Must be highly organized, flexible, and adaptable in a fast pace office environment.
- Must be able to keep a good recording system.
- Must have the ability to work independently and with minimum supervision and within a team environment.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations. Including collaboration with other SSA programs and staff as required.
- Maintain 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:

**To be determined** and based on qualifications/experience.

#### TYPE OF POSITION:

**Full-time Term with benefits**, subject to 3-month probationary period.

**APPLICATIONS DEADLINE:**

**4:00 PM, Friday, July 30, 2021**

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. #8 – 7201 Vedder Road  
Chilliwack, BC V2R 4G5  
Email: [jobs@stolonation.bc.ca](mailto:jobs@stolonation.bc.ca)

For more information about this and other employment opportunities, visit [www.stolonation.bc.ca](http://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.*