

## **Administrative Assistant**

The North Coast-Skeena First Nations Stewardship Society (NCSFNSS) is a regional body whose members include several First Nations on BC's North Coast and Lower Skeena River. The Administrative Assistant position is a full-time position, with an anticipated start date in late August early September 2017. The successful candidate must demonstrate a combination of education, knowledge, and experience related to the following:

### **Key Duties:**

- Prepare meeting agendas and minutes;
- Organize meetings and arrange travel itinerary as required;
- Provide administrative assistance to Executive Director and Program staff;
- Develop, edit and circulate quarterly newsletter;
- Positional coverage for Office Manager i.e., manage financial transactions, payroll, banking, and data entry as required;
- Maintain reception area and greet clients courteously;
- Answer phone, direct calls and take messages;
- Manage incoming and outgoing mail and courier packages;
- Some cleanup duties required; and,
- Other administrative duties as required.

### **Required Experience and Knowledge:**

- Minimum 3 years experience in an administrative role required;
- Post-Secondary education in administration or related field an asset;
- Exceptional knowledge in English, grammar and editing skills compulsory;
- Knowledge and experience in Microsoft Office products including Word and Excel essential;
- Typing speed of 50 wpm;
- Demonstrated ability to maintain confidentiality;
- Knowledge of bookkeeping preferred;
- A mature and personable disposition; and
- Ability to manage time, take direction and also work well independently.

This position is based in Prince Rupert, BC. Compensation will be negotiated with successful candidate based on qualifications. The closing date for application is July 7, 2017. Please send cover letter and resume to the attention of Faith Meays at:

North Coast-Skeena First Nation Stewardship Society  
Site 363 – 309 2<sup>nd</sup> Avenue West  
Prince Rupert BC V8J 1H2  
Fax: 250-624-8614  
Email: [administration@ncsfns.ca](mailto:administration@ncsfns.ca)

*Qualified First Nation candidates are encouraged to apply. The NCSFNSS thanks all interested applicants but only those selected for an interview will be contacted.*