



**Part-time Position, Administrative Assistant**  
**Northwest Inter-Nation Family and Community Services (NIFCS)**

**JOB OPPORTUNITY**

Building on Strengths

Empowering Others

Keeping Children Safe and Connected to their Families & Traditions

**If these statements resonate with you, please consider this opportunity to join the [NIFCS](#) team as a part-time Administrative Assistant, based in Terrace, BC.**

**Position Summary:** Reporting to the Team Leader, the Administrative Assistant has the responsibility to perform an array of administrative duties including secretarial and receptionist duties for the Agency. He/she will monitor and ensure that all established administrative and operational processes and control standards are followed as it pertains to this position, contributing to the effective and efficient operation of the NIFCS office in Terrace, BC.

**Primary Responsibilities and Duties**

- Telephone, faxing and monitoring appointment list for incoming appointments and notifying social workers and other staff of arrivals;
- Booking appointments when needed;
- Scheduling and booking of travel requirements for staff, as requested;
- Typing correspondence, memos and other documents for staff;
- Maintaining office security policy, including locking up all confidential materials;
- Assisting in preparation duties for conferences when needed;
- Booking meetings dates and contacting clients when requested;
- Photocopying documents as required by staff;
- Opening, date stamping and distributing incoming mail and outgoing processing mail;
- Strong, positive verbal and written communication skills;
- Perform all other tasks within the scope of the position, as assigned.

**Basic Qualifications**

Knowledge, Skills and Abilities:

- Minimum Grade 12 diploma;
- At least 2 years' experience in an administrative support function in the same field or related;
- Superior time-management and problem-solving skills;
- High level of ethics, integrity, and strong customer service orientation;
- Proficient use of various office based software including Microsoft Office Suite;
- Efficient typing skills and able to maintain filing systems and basic databases;
- Punctual, with excellent organizational skills;
- Superior telephone manners and strong interpersonal skills;
- Adjusts and is flexible to meet changing work needs and demands;
- Strong written and verbal skills to communicate with all levels of the agency;
- A valid driver's license and vehicle.

Note: Positions within the agency are considered positions of trust; therefore, a Criminal Record check will be conducted on the successful candidate.

**Compensation & Benefits**

- You can expect a supportive work environment, a total compensation package which includes a competitive wage, extended health and dental benefits.
- This is a Bargaining Unit position.
- An eligibility list may be established to fill future positions.

**Submission Deadline:**

- Open until filled.
- We invite all interested parties to apply by emailing your cover letter and resume in the strictest confidence to the Human Resources Department at [hr@nifcs.org](mailto:hr@nifcs.org)