



**Full-time Position, Administrative Supervisor**  
**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 full-time Administrative Supervisor, based in Terrace or Prince Rupert, BC.

**Position Summary:** Reporting to the Team Leader, the Administrative Supervisor 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 Prince Rupert and Terrace.

**Primary Responsibilities and Duties**

- Supervise other administrative staff (Prince Rupert and Terrace) including assignment of work, development and evaluation of performance plans and approval of leave.
- Develop, implement and update the administrative framework for the agency ensuring the full scope of administrative services are provided to program staff and providing guidance and problem solving on administrative issues.
- Coordinate and/or oversee the management of all records and documentation for the branch, and set up and maintain the ARCS / ORCS records management system including the storage, retrieval and destruction of records.
- Monitor the inventory of supplies, equipment, furniture and orders as required.
- Coordinate office moves and work with facilities management staff regarding space planning, building maintenance services and accommodation requirements.
- Along with the Executive Assistant, function as the agency's systems contact to arrange user access and IDs, and perform routine systems troubleshooting.
- Provide clerical support for staff and their clients.
- Telephone, faxing and monitoring appointment list for incoming appointments and notifying social workers and other staff of arrivals.
- Book appointments when needed and as requested.
- Schedule and book travel requirements for staff, as requested.
- Type correspondence, memos and other documents as requested.
- Maintain office security policy, including locking up all confidential materials.
- Assist in preparation duties for conferences when needed.
- Book meetings dates and contact clients when requested.
- Photocopy documents as required by staff.
- Open, date-stamp and distribute incoming mail and outgoing process mail.

- Organize and file all forms and related documentation to ensure that all client files are complete and brought up-to-date as requested.
- Review files to ensure that information is filed accurately and in accordance with the Agency and other related policies and legislation as requested.
- Close out and create new files as needed and requested.
- Receive and verify invoices and requisitions for goods and services.
- Perform other duties within the scope of the position, as assigned.

**Basic Qualifications**

- All employees of NIFCS are required to submit a Criminal Record Check with Vulnerable Screening, comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures. Further, to work evening and flexible hours and attend cultural awareness training, among other training.
- Valid class 5 driver's license; First Aid/CPR.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
- Must be fully COVID vaccinated and remain in full compliance with all public health orders and NIFCS policies throughout their employment.

**Knowledge, Skills and Abilities:**

- Degree in Administration preferred; Certification in Business Administration will be considered with at least 5 years experience in an administrative support function in the same field or related.
- Experience providing administrative and financial support services for a group of staff.
- Experience leading others.
- Knowledge of standard office procedures.
- 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.
- Travel between Terrace and Prince Rupert is required.

**Compensation & Benefits**

- The wages are paid in accordance with the current collective agreement. Your rate of pay will be \$28.2177 per hour (Grid 15 – Wage grid for Delegated Programs).
- The usual work hours in this position will be from 8:30 am to 4:30 pm, Monday to Friday, five (5) days a week.

**Submission Deadline:**

- March 18, 2022.
- 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).