



Nisga'a Lisims Government

T 250 633 3000 / F 250 633 2367
TF 1 866 633 0888
PO Box 231 / 2000 Lisims Dr
New Aiyansh BC / Canada V0J 1A0

NISGAANATION.CA

JOB POSTING

POSTED: October 12, 2022 **CLOSES: October 26, 2022**

POSITION: Administrative Assistant – NEST
SALARY RANGE: Commensurate with Qualifications and Experience
SUPERVISOR: Nisga'a, Employment, Skills, and Training Manager
HOURS: 35 hours per week **TERM:** Full-time Permanent **LOCATION:** New Aiyansh, BC

JOB SUMMARY: The Administrative Assistant performs a full range of duties to provide clerical, operational and administrative support to the Nisga'a Employment, Skills and Training (NEST) Manager and the NEST team to ensure the successful delivery and reporting of the Nisga'a Employment Services and Training (NEST) program within the established parameters of the ISET funding agreement.

DUTIES:

- Under the direction of NEST Manager, the Assistant provides a full range of clerical, operational and administrative assistance to the Manager and the NEST team members;
- Develop and maintain an efficient filing system and maintain confidential information for the NEST team;
- Provide assistance to implement, maintain and update various databases and other records/reports for the department;
- Act as first point of contact providing receptionist services, receiving and directing members, visitors, telephone calls;
- Track and direct incoming mail/faxes and acknowledge receipt of correspondence;
- Draft correspondence, schedules, communication notices, etc.;
- Assist with coordinating logistics for department activities, workshops and meetings;
- Assist with drafting meeting agendas, organizing materials and take/produce meeting minutes;
- Prepare routine documentation such as purchase orders, cheque requisitions, travel claims etc.
- Book travel / accommodation as required and prepare itineraries
- Assist with maintaining adequate inventory of stationery and supplies;
- Other related duties.

EDUCATION:

- Grade 12 or GED equivalent required;
- Post-Secondary education in Business or Administration preferred

EXPERIENCE:

- Minimum of two years of combined clerical, administrative and receptionist experience required

SKILLS/ABILITIES:

- Strong written and verbal communication skills with ability to work with a variety of audiences;
- Ability to prioritize and manage a workload which often includes multiple competing demands;
- Dynamic, proven ability to engage others and work in a team environment;
- Highly organized and structured, with attention to detail;
- Proficient use of standard Microsoft applications required;
- Must possess a positive, friendly attitude and a strong work ethic;
- Knowledge of the Nisga'a Treaty an asset;
- Ability to understand and speak or familiarity with Nisga'a language and culture an asset.

The successful candidate will be required to have/complete/provide:

1. A valid BC Drivers' license with recent drivers' abstract
2. Three recent work related references;
3. The successful candidate will be subject to a criminal record check.

Applicants are required to submit a resume with cover letter describing their qualifications and related experience prior to **5:00 pm on October 26, 2022**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please be advised that social media checks are part of the recruitment process.

APPLICATIONS MAY BE DIRECTED TO:

Nisga'a Lisims Government Attention: Human Resources Department
P.O. BOX 231, New Aiyansh, B.C., V0J 1A0
Email: hr@nisgaa.net