



**Nisga'a Lisims Government**

## **JOB POSTING**

**POSTED: August 14, 2025    CLOSES: August 28, 2025**

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**

**POSITION:** Operations & Capital Projects Clerk  
**SALARY RANGE:** Commensurate with Qualifications and Experience  
**SUPERVISOR:** Operations Administrator  
**HOURS:** 35 hours per week

**TERM:** Full -Time Permanent

**LOCATION:** New Aiyansh, BC

**JOB SUMMARY:** The Operations & Capital Projects Clerk plays a critical role in supporting the effective delivery of Nisga'a Lisims Government (NLG) asset management and facility operations. Under the supervision of the Operations Administrator, this position provides administrative, logistical, and technical coordination for ongoing capital projects, building maintenance, custodial services, fleet support, and minor renovations. The Clerk also ensures efficient communication and record management across internal teams, external contractors, and partner agencies. This role supports NLG's strategic plan by enabling efficient infrastructure stewardship and contributing to service delivery excellence across government-owned assets.

### **Duties:**

#### **Facilities & Maintenance Coordination**

- Assist with tracking and responding to work orders and maintenance requests.
- Support scheduling and coordination of life safety inspections (HVAC, fire systems, elevators, etc.) and maintain certification records.
- Assist with vehicle fleet scheduling, maintenance tracking, and log management.
- Monitor janitorial and service contracts and help ensure consistent service delivery.
- Support lease management activities, including tracking renewals and maintaining accurate records.

#### **Administrative & Financial Support**

- Maintain organized files, records, and digital archives for asset management and capital activities.
- Process invoices, review purchase orders, and verify contractor compliance (e.g., WCB clearance, holdback releases).
- Support logistics for meetings, site visits, reporting, and correspondence.
- Prepare and format memos, reports, meeting minutes, and other communications.
- Assist in coordinating travel, calendars, and procurement for department staff as required.

#### **Stakeholder Engagement**

- Act as a key liaison between the Operations/Capital team and other internal departments, contractors, and external agencies and vendors.
- Ensure clear and respectful communication with all stakeholders, aligned with NLG's values and cultural protocols.
- Participate in community- or partner-related facility events and inspections.

#### **Capital Project Support**

- Assist in the planning and coordination of minor construction, renovations, and infrastructure upgrades.
- Maintain project files and help track progress and expenditures against approved budgets.
- Supports NLG's Fleet and Facilities Operations Coordinators with RFP processes by coordinating site meetings, gathering scope requirements, and supporting bid reviews, and organizing departmental vehicle life cycle requests.
- Liaise with contractors and vendors under the guidance of the Operations Administrator.

### **EDUCATION & EXPERIENCE:**

- Certificate or Diploma in Business Administration, Office Management, Property/Facilities Management, or a related field.
- 2-3 years of administrative or coordination experience in facilities, construction, or asset management. Public sector or Indigenous government experience is an asset.
- Familiarity with maintenance scheduling, basic procurement, and contract administration.
- Experience with Microsoft Office (including Excel, Word, Outlook, and MS Project) and comfort with database systems.



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**SKILLS/ABILITIES:**

- Strong interpersonal and communication skills (written and verbal).
- Organized, detail-oriented, and able to manage multiple priorities under tight deadlines.
- Ability to read basic plans, diagrams, or maintenance-related documentation.
- Professional judgment, tact, and discretion when handling confidential or sensitive information.
- Physically able to conduct site walkthroughs and light lifting/movement of materials as needed.
- Knowledge of the Nisga'a Nation, Nisga'a Treaty, and familiarity with Nisga'a culture and language is 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:**

- A valid BC Drivers' license with access to a reliable vehicle is an asset;
- Three recent work related references;
- 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 5:00pm on **August 28, 2025**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please be advised social media checks are part of the recruitment process.

**ALL RESUME PACKAGES MAY BE DIRECTED TO:**

Nisga'a Lisims Government  
Attention: Human Resource Department  
P.O. BOX 231, New Aiyansh BC, V0J 1A0.  
Email: [hr@nisgaanation.ca](mailto:hr@nisgaanation.ca)