



Job Posting

Position: Administrative Assistant	Date: August 20, 2019
Company: Ts'elxwéyeqw Tribe Management Ltd	
Location: Chilliwack, BC	
Duration: Part Time to Full Time Employment	Anticipated Work Dates: Start Date September 2019

Basic Responsibilities:

Ts'elxwéyeqw Tribe Management Limited (TTML) has an opening for a qualified **Administrative Assistant**. This dynamic position supports all aspects of TTML's business operations and is an integral part of the organization. The Administrative Assistant is primarily responsible for manning the phone system, greeting guests and coordinating all internal and external communications. The position also includes finance and administration support, meeting and event coordination and project support.

TTML is looking for an **Administrative Assistant** to provide the following:

Administration and Finance Support:

- Answer and direct incoming phone calls and email inquiries, relays voice messages
- Reply to general information requests
- Greet visitors
- Provide administrative support to management, staff and Board or Directors as required
- Sort and distribute incoming and outgoing mail and email
- Data entry and database file management
- Provide support for company safety procedures (field staff check ins)
- Maintain and order office supplies
- Invoice employee time tracking
- Assist with Accounts Payable

Project, Meeting and Event Coordination:

- Meeting preparation
- Schedule and set up of meetings and events (including audio visual equipment)
- Meeting minutes, resolutions and action item follow up
- Organizing and booking travel arrangements
- Project related research and support
- Project filing
- Community engagement

Communications:

- Coordinate internal and external communications
- Assist with maintaining website and other social media platforms
- Prepare presentations, memos and meeting material
- Research news and community interest topics for website content

Qualification Requirements:

- minimum grade 12 education; completed courses in business administration, office careers program, bookkeeping or similar training/background
- minimum three years' experience in related field
- bookkeeping experience
- minute taking experience
- event coordination experience
- well-developed verbal and written communication skills
- ability to prioritize and manage multiple/conflicting priorities in a professional manner
- strong organizational skills with the ability to prioritize and be adaptable to changing priorities as necessary
- strong work ethic with ability to work independently
- strong Microsoft Office expertise (Word, Excel, PowerPoint)
- ability to maintain confidentiality guidelines of all records, materials, communications and
- understanding and knowledge of the Ts'elxwéyeqw culture, traditions, and history would be an asset

Other Related Employment Information:

- Preference will be given to Aboriginal candidates as permitted by section 42 of the BC Human Rights Code. Candidates are encouraged to self-identify if they qualify for this preference.

Pay Rate	<i>negotiable, based on skills, abilities and qualifications/experience</i>	
Deadline for Applications	September 13, 2019	
How to Apply: send your resume and cover letter to our office	or <u>Mail:</u> Ts'elxwéyeqw Tribe c/o Paula Neufeldt Bldg #8A-7201 Vedder Road Chilliwack, BC V2R 4G5	
<u>Email:</u> paula.neufeldt@ttml.ca		
<u>Fax:</u> 604-824-1247		

PLEASE NOTE: Successful applicants will be required to provide the following if screened for an interview: (1) proof of education documentation, (2) three references and (3) must successfully pass the required pre-employment RCMP Criminal Records Check.