

Postal Address:

205 Beaver Road, Suite 1
 Smithers, BC
 V0J 2N1

Telephone: (250) 847-3630

**Location Address:**

3873 – 1st Avenue
 Smithers, BC

Facsimile: (250) 847-5381

Employment Opportunity – Administrative Assistant

The Office of the Wet'suwet'en is currently seeking a Administrative assistant for our Anabip office in Witset. .

As a member of the Office of the Wet'suwet'en team, the incumbent will perform receptionist activities.

Responsibilities:

- Front line reception
- Processing incoming and outgoing mail
- Filing
- Arranging logistics For Wet'suwet'en Wellness working group and Anabip meetings, travel, catering, taking minutes and timesheet;
- Purchasing
- Coordinating maintenance of all office equipment and computer systems
- Clerical support
- Coordinating meetings
- Assisting all departments under the Office of the Wet'suwet'en

Qualifications:

- Personally flexible and culturally sensitive
- Centered and a team player; a positive lifestyle
- Effective written and verbal communication skills
- Excellent computer skills
- Ability to multi-task
- Organizational skills are an asset
- Ability to type up to 60-70 wpm.

Alternatively, the Office of the Wet'suwet'en will entertain applications from individuals with related diplomas and significant (4 years) experience in Reception.

General Requirements for all positions include:

- An understanding of Wet'suwet'en Culture and systems
- Valid BC Drivers license and reliable vehicle
- Fluency in Wet'suwet'en (is an asset).

When submitting your application for the above position, please clearly indicate how you meet the required qualifications and include the following;

1. A cover letter clearly indicating the position, which you are applying.
2. A resume with three references.
3. Sample of related work.

A pre-skill evaluation is required following the verbal interview. **Deadline for Applications: October 2 2020, 4:30PM**

APPLICATION PACKAGES ARE TO BE ADDRESSED TO THE FOLLOWING:

Office of the Wet'suwet'en – Personnel Committee

Attention: Diana Creyke or Ian Michell

205 Beaver Road, Suite 1

Smithers, BC V0J 2N1

Phone: 250-847-3630 Fax: 250-847-5381

We thank all those who apply, but only those short-listed will be contacted.