



# ʔAQAM COMMUNITY ENTERPRISES

## **Come Join Our Team!! Operations & HR Coordinator Maternity Relief – Part-Time**

### POSITION SUMMARY

The Operations & HR Coordinator will perform a variety of administrative duties in support of the General Manager and managers of ACELP corporations on a 1-year, minimum, maternity relief basis. This position is considered part-time with potential for growth.

### KEY RESPONSIBILITIES

- Alongside the manager of each corporation, assisting with the creation and updates of HR and Health and Safety policies procedures.
- Creation and updates of staff duty checklists and ensuring the staff are performing all duties listed regularly and on schedule.
- To continue regular communication with corporation managers on where support is needed most on a week to week basis.
- Assisting with budgeting, scheduling and accurate margin percentage pricing.
- Supporting the manager of each corporation to onboard new staff, as required.
- Creation of community correspondence, invoices, presentations, newsletter creations, social media posts, reports and related material.
- Administrative support of all ʔaq am Community Enterprises businesses and partnerships as required.
- Maintain accurate computerized information filing systems.
- Other office administration duties as assigned by the General Manager and regular communication with the ʔaq am Community.

The successful candidate will be highly motivated, organized and able to prioritize work tasks. Will have a high degree of professionalism when interacting with customers and colleagues. Will have the ability to work independently and possess the desire to keep learning. Experience in office and traffic control operations would be an asset. Satisfactory completion of Grade 12, proof of a clear criminal record, clean driver's abstract and a Valid Class 5 License is preferred.

### **Remuneration: Negotiated Upon Interview**

**Please submit your cover letter and resume marked "Operations & HR Coordinator" to:**  
**ʔaqam Community Enterprises LP** - 7470 Mission Road,  
Cranbrook, BC, V1C 7E5; email: [ccampbell@aqam.net](mailto:ccampbell@aqam.net)

Applications will be accepted until a qualified candidate is hired and will be reviewed as received.

**Preference will be given to candidates of Ktunaxa or other First Nations ancestry and ʔaq am encourages applicants to self-identify within your application. Thank you to all those that apply, however only those selected for an interview will be contacted.**