



## **Employment Opportunity**

# **Administrative Assistant**

**Position Type: Full-time - Permanent**

### **POSITION SUMMARY**

The Administrative Assistant position is responsible in assisting the Senior Administrative Officer, managers and staff in the ʔakisq̓nuk First Nation. The Administrative Assistant position provides overall assistance to the SAO and staff as needed in the form of general day to day administrative duties such as minute taking during committee meetings, assisting with filing, communication, stock inventory, and other duties as required.

### **KEY RESPONSIBILITIES**

- Prepare meeting packages for all staff and Managers meetings and distribute prior to meetings.
- Take and prepare meeting notes for distribution to staff and managers.
- Prepare and arrange travel for managers and staff as needed.
- Prepare registration for conferences and workshops.
- Arrange workshops and planning session for the organization.
- In liaison with the Communications Assistant, prepare and distribute internal and external communications.
- Track and distribute action items from meetings.
- Advise on staff absences and availability.
- Monitor and prioritize correspondence and distribute appropriately.
- Develop and maintain a master calendar.
- Maintain hall and boardroom bookings.
- Provide general administrative support to all departments within ʔakisq̓nuk First Nation.

### **REQUIRED Knowledge, Skills, and Abilities**

- Office administration or a business diploma is considered an asset.
- 1 – 2 years' experience working in a similar support administrative function capacity.
- Problem solving and conflict resolution.
- Exceptional and respectful communication skills (written and verbal).
- Ability to exercise tact and diplomacy in adverse situations.

- Ability to work alone unsupervised and to also function as part of a diverse team of professionals.
- Proficient in records management.
- Superior planning, organizing and prioritizing tasks and workload.
- Able to work in accordance with timelines and deadlines.
- Proficient in Microsoft Word, Excel, Power Point and Publisher.

## **GENERAL STATEMENT**

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.

Please submit your resume and covering letter detailing your interest and suitability for the role.

**Human Resources**  
**?akisq'nuk First Nation**  
**3050 Highway 93/95, Windermere,**  
**BC V0B 2L2**  
[hr@akisqnuke.org](mailto:hr@akisqnuke.org)

*Note: Preference will be given to candidates of Ktunaxa or other First Nations ancestry. ?akisq'nuk First Nation may consider a Ktunaxa citizen who does not meet all the hiring criteria. Where possible, ?akisq'nuk First Nation will endeavour to provide hands on training and professional development to applicants of Ktunaxa ancestry. We encourage you to apply!*

*?akisq'nuk First Nation encourages applicants to self-identify. Thank you to all those who apply, however only those selected for an interview will be contacted.*