

EMPLOYMENT OPPORTUNITY! PERMANENT FULL-TIME ADMINISTRATIVE ASSISTANT

ACELP, ATLP, ARLP and D&B Flagging and Traffic Control Services is seeking a self-motivated, organized and driven individual to fill the full time position of Administrative Assistant to perform key administrative duties to support the operations, projects and businesses of the corporations.

The Administrative Assistant is responsible for the following, which includes but is not limited to:

- Responsible for all Accounts Payables, Receivables and Deposits for all businesses.
- Maintain filing systems within the corporation Mfiles document management software. • Record and prepare minutes for monthly board meetings.
- Other office administration duties as assigned by the CEO.

KNOWLEDGE, SKILLS AND ABILITIES:

- High degree of confidentiality is essential.
- Strong interpersonal skills and ability to interact with people from various backgrounds.
- Excellent customer service skills.
- Ability to multitask and manage competing demands.
- Strong communication (verbal and written) skills.
- Attention to detail and accuracy.
- General office administration skills.
- Comfortable using computers and computer software on a daily basis.
- Basic proficiency in Microsoft Windows and Microsoft Office.
- Demonstrated knowledge of Ktunaxa/Aboriginal people and culture is an asset.
- Criminal Record Check.
- Valid Class 5 Driver's License.

TRAINING, EDUCATION, AND EXPERIENCE:

- Post-secondary education or a combination of education and experience.
- Office and administrative experience is a definite asset but not a barrier.

REMUNERATION:

Salary to commensurate with experience and qualifications and includes participation in the group benefits plan.

Please submit your cover letter and resume marked "confidential" to:

Amanda Gnucchi, ʔaqam Human Resources Generalist

7470 Mission Road, Cranbrook BC

Email: agnucci@aqam.net Fax: 250-426-8935

Closing Date: Open until a suitable candidate is found. Thank you to all applicants however, only those selected for an interview will be contacted.

Preference will be given to candidates of Ktunaxa or other First Nations ancestry. If you are a Ktunaxa citizen who is interested in this opportunity but do not feel you have the necessary qualifications, please contact the Ktunaxa Nation Council Education and Employment Sector.