



**EMPLOYMENT OPPORTUNITY!  
ADMINISTRATIVE ASSISTANT & TRADING POST TEAM MEMBER**

ʔaqam Community Enterprises is seeking a self-motivated, organized and team oriented individual to fill the position of ACE Administrative Assistant & Trading Post team member to support the ACE team.

This position has 2 main employment components, each constituting up to 15 hrs per week.

**2 days a week: Administration with ACE.**

- Assistance with bi weekly payroll and issuing of related paperwork.
- Creating cheque requisitions.
- Data entry for credit card reconciliations.
- Following up on accounts payable.
- Creation of correspondence, invoices, reports and related material.
- Create and manage grant tracking sheet to ensure the effective management of grants and funding.
- Grant writing and reporting.
- Record and prepare minutes of meetings.
- Other office administration duties as assigned.

**2 days per week: ʔaqam Trading Post Limited**

- Customer service-oriented team member
- Handling cash, Lotto payouts and point of sale
- Cleaning, product facing and merchandising

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated knowledge of Ktunaxa/Indigenous culture.
- High degree of confidentiality is essential.
- Excellent customer service skills.
- Ability to multitask and manage competing demands.
- Strong interpersonal & communication skills (verbal and written).
- Attention to detail and accuracy.
- General office administration skills.
- Ability to operate standard office equipment (phone, fax machines, photocopier, printer, etc.)
- Basic proficiency in Microsoft Windows and Microsoft Office.
- Criminal Record Check.
- Valid Class 5 Driver's License.

**Training, Education, and Experience**

- Post-secondary education or a combination of education and experience.
- 2-4 years' office and administrative experience

**REMUNERATION:** \$17-23 an hour, commensurate with experience and qualifications. This includes participation in the group benefits plan.

**Please submit your cover letter and resume via email to:**

Craig Campbell, ʔaqam Community Enterprises General Manager

Email: [ccampbell@aqam.net](mailto:ccampbell@aqam.net)

Email Subject line: Ace Team member posting

**Closing Date: Monday October 31<sup>st</sup>, 2022 by 4:30 pm MST**

*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 us to discuss.*