



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 tel 250.679.3203 • fax 250.679.3220

## **Job Posting: Administrative Support Secretary**

### **1. Tasks**

- Helps to maintain filing systems for Chief and Council, band administration and departments
- Assists as needed with sorting and distribution of mail to Council and management team
- Organizes and types memos, letters and documents as directed by Administrator
- Plans and provides secretarial support for meetings, including preparation of agendas, recording and preparation of minutes, coordination of delegations to Council
- Organizes meetings and travel for Chief and Council, and for the Administrator
- Prepares notices and documents for meetings of Council, committees and community functions as needed
- Coordinates the collection and publication of reports by the management team
- Assists with conversion of existing paper-based filing systems to electronic filing

### **2. Qualifications**

- Grade 12 and some post-secondary education preferred
- Secretarial training or practical experience
- Familiarity with office equipment and office procedures
- Good computer skills and knowledge of Microsoft Office or equivalent software
- Ability to deal in a positive way with co-workers, clients and community members: i.e. respectful, patient and good humoured
- Committed to teamwork
- Punctuality, reliable attendance at work, and ability to work to deadlines
- Must have drivers licence and own reliable vehicle

### **3. Remuneration**

- Remuneration based on qualifications
- Eligible to participate in employee benefits plan after successful 6 months' probation

***How to apply: Please submit a letter of application, a resume, and the names of 3 references to Doug Brown, Administrator, by noon on Friday, February 10, 2017. Your application can be submitted by email to: [dbrown@lslib.com](mailto:dbrown@lslib.com).***

