



Snuneymuxw

First Nation

www.snuneymuxw.ca

JOB POSTING

Administrative Assistant

Full-time, Permanent

Starting Wage: \$30.00 - \$34.00 per hour commensurate with experience

Please note: The screening process for this position will begin in January 2025.

JOB SUMMARY

The Administrative Assistant role plays a key part in ensuring smooth operations for the Rights & Title department by providing comprehensive administrative support to senior staff. This role will manage correspondence, coordinate schedules (scheduling meetings, booking meeting rooms, preparing for meetings, etc.), coordinate travel, maintain filing systems, and complete other administrative duties as assigned. This role will support the financial functions and activities for the department, and maintain the filing and activities associated with finance. This role will include handling sensitive and confidential information, thus, the individual in this position will maintain utmost confidentiality.

DUTIES & RESPONSIBILITIES

As an Administrative Assistant, you will be responsible for the following duties:

- Provides Administrative support to senior staff, including preparing, reviewing, and finalizing correspondence like letters, briefing notes, and memos.
- Responds to inquiries, relays messages, and directs calls to appropriate team members.
- Organizes and tracks information related to various negotiation files, projects and meetings, preparing and distributing meeting agendas, minutes, and post-meeting follow-up.
- Schedules and confirms appointments and meetings for senior staff, ensuring all materials are prepared and organized and all meeting rooms are set up and ready appropriately.
- Handles confidential information, materials and documents, ensuring proper protection of sensitive information.
- Maintains and coordinates physical and electronic filing systems.
- Coordinates travel arrangements for staff, including scheduling, booking reservations, and organizing itineraries.
- Assists in compiling data, statistics, and other supporting materials that are required for the nature of high-level government and governance activities.



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- Fulfilling the financial functions of the department as needed, like creating invoices, purchase orders and cheque requisitions.
- Perform other tasks and duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- A Diploma/Degree in Governance, Business Administration, Political Science, Management, or other related disciplines is an asset, with equivalent training and experience considered.
- Minimum of 5 years administrative experience
- Previous document control or records management experience.
- Experience working for, or a relational understanding of, First Nations governance is an asset.
- Experience working with Legislation and Policy preferred, including research, analysis, development, review, and communication experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Legislation and Policy – research, analysis, development, review and communication experience.
- Experience in maintaining an electronic governance library which includes data, reports, and policies.
- Administrative expertise in compilation of meeting agenda and background information, minute taking and action item follow up.
- Demonstrate strong organizational skills.
- Superior time management skills to monitor multiple calendars and consistently meet deadlines.
- Mature individual with professional presentation.
- Superior communication skills including writing, proof reading, interpersonal skills, and speaking.
- Detail oriented and proven ability to effectively prioritize workflow.
- Exercises tact, sensitivity, and discretion at all times.
- Strong work ethic with ability to maintain confidentiality and work well under pressure.
- Solid knowledge of Snuneymuxw First Nation administration, services, operations and staffing.
- Strong computer proficiency in MS Office, Adobe, and financial software applications.
- Ability to exercise good judgement, show initiative and be proactive.
- High standards of ethics to handle sensitive information.



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WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and criminal record check.
- The incumbent must adhere to Snuneymuxw First Nation’s policies and procedures.
- Must be able to maintain strict confidentiality in performing duties and demonstrate personal attributes of integrity, respect, trust, honesty, compassion and accountability.
- Must be able to work effectively in a variety of settings and in a cross/cultural situation and be knowledgeable of the services available in the community.
- Must demonstrate strong morals and ethics.
- May be required to work additional hours to meet operational needs when necessary.
- Must conduct themselves in a friendly, courteous, and professional manner.
- Must show a positive and helpful attitude and demonstrate to be trustworthy, dependable, and punctual in all workplace activities.

Please submit your current resume and cover letter to:

hr@snuneymuxw.ca

Application Deadline: December 18, 2024 @ 4:00 PM PST

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide, and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes, and mistakes Act with transparency, honesty, and respect Do what you say you will do
Innovation	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities