



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Administrative Support Clerk I
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Administration
TERM: On-Call

POSITION SUMMARY:

The Administrative Support Clerk I is responsible for the efficient delivery of daily administrative and clerical tasks for all WFN Departments as required and directed by the Administration Supervisor.

DUTIES AND RESPONSIBILITIES:

- Greets and directs clients in a friendly and professional manner in person, by phone, and through email
- Provides assistance in the preparation of all newsletters, community deliveries, and mail outs
- Provides general clerical assistance to all WFN departments including but not limited to:
 - reception duties such as operating the switchboard, directing clients and phone calls, arranging couriers, managing boardroom bookings, and managing and reporting daily attendance
 - photocopying, sorting, filing, binding, and ordering general office supplies and other supplies as requested by staff
 - organizing or assisting with monthly events
 - ordering Council & various committee meeting lunches
 - preparing memos, emails, posters, and other correspondence as required
 - knowledgeable on all office equipment such as copier, binding machine, and postage meter (operation, maintenance, and service)
 - receiving and recording internal and external cheques and applications for services
 - assisting in minute taking for various meetings as needed
 - assisting clients and others with photocopying, couriers, mailing, and faxing as requested
 - completing opening and closing procedures daily
- Maintains a flexible schedule in order to ensure availability for working a variety of days, sometimes with short notice, as requested
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards, and procedures and as directed by the Administration Supervisor
- Maintains strict confidentiality on all matters relating to the affairs of Westbank First Nation

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Minimum Grade 12 or equivalent
- Related courses and training to include computer skills, telephone/reception etiquette, and customer service, etc.
- Food Safe Certification is considered an asset
- Two to three years of previous office experience with a minimum of one year related reception experience
- One to two years of previous experience in customer service
- Previous experience working with office equipment such as photocopiers, postage meters, and multiline switchboards (prefer minimum of 5 lines), etc.
- Previous experience working with First Nations communities is preferred
- Experience with minute taking is considered an asset
- Demonstrates strong administrative skills as well as the ability to set priorities and multi-task in a fast paced environment
- Demonstrates a high level of customer service and is outgoing, friendly, and displays a positive demeanor
- Intermediate ability in Microsoft Word, Outlook, Excel, and Publisher; Moderate ability working with Adobe forms
- Minimum typing speed of 50 wpm
- Excellent written and verbal communication and conflict resolution skills
- Strong organizational skills, the ability to set priorities, work under pressure, and meet deadlines
- Articulate, personable, and comfortable dealing with the Band Membership, the media, and the public
- Ability to plan and organize a variety of events and functions
- Knowledge of WFN programs and services
- Ability to work well as a team and show initiative
- Valid driver's license with an acceptable driver's abstract and reliable transportation is required

This on-call/casual position is a great way to gain valuable skills, cross-train in different departments, and experience all WFN has to offer. This on-call/casual position may provide the opportunity to grow in the organization and may progress into full-time employment. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page

(Departments>Human Resources) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **July 14, 2017**. **Please reference #17-7 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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