



**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 III
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Administration
TERM: Full-Time Permanent

POSITION SUMMARY:

The Administrative Support Clerk III provides effective administration services to the department, organization, and all other WFN clients and stakeholders as required and directed by the Administration Supervisor. In the absence of the Administration Supervisor, the Administrative Support Clerk III will act in their capacity.

DUTIES AND RESPONSIBILITIES:

- Assists with all duties of the Administrative Support staff including, but not limited to, the following:
 - completing general reception duties such as operating the switchboard, directing clients and phone calls, arranging couriers, and managing and reporting daily attendance
 - operating various office equipment such as the copier, binding machine, and postage meter and ensures good working condition, maintenance, and service of the machines
 - assisting with monthly events, photocopying, faxing, sorting, filing, and binding as requested
 - ordering Council & various committee meeting lunches
 - assisting clients and others with couriers and mailing packages as requested
 - completing opening and closing procedures daily
- Provides back-up support to the Administration Supervisor in their absence including full coverage of all Administration scheduling; must be available and have the ability to amend the work schedule accordingly to deal with unforeseen staff absences
- Takes the lead on large mail outs of newsletters and other correspondence by working with and delegating tasks to all administration team members to ensure timely completion
- Relays feedback regarding the Administration Department and staff to the Administration Supervisor to assist in maintaining an efficient and friendly team environment
- Assists in training and mentoring of new Administration staff including effective communication and problem solving
- Prepares and creates reports, letters, posters, forms and other correspondence as required and requested
- Prepares and maintains Administration spreadsheets using Excel
- Manages and maintains the general reception email account and directs to the appropriate departments
- Manages and maintains Westbank First Nation's promotional items
- Maintains toner cartridges for individual staff printers and copiers
- Orders business cards for new staff
- Provides minute taking for various meetings when required
- Organizes monthly staff meetings and other activities or meetings
- Manages boardroom bookings internally and externally
- Performs other duties and responsibilities as necessary in the performance of the position, and as assigned by the Administration Supervisor
- 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:

- Administrative Assistant Certificate or Business Administration Certificate
- Related courses and training to include intermediate/advanced computer skills, customer service, professional writing, etc.
- Three (3) years of supervisory experience in managing and developing staff
- Minimum five (5) years of office administration with a focus on customer service
- Previous experience working with First Nations communities
- Advanced level skills with Word, Excel, Outlook, Publisher, and Adobe
- Minute taking experience is considered an asset
- Demonstrates strong administrative skills as well as the ability to be flexible, set priorities, meet deadlines, and multi task in a fast paced, deadline driven environment with multiple competing priorities
- Articulate, friendly, personable, professional, and comfortable dealing with staff, Band Members, and clients
- Able to work well within a team while also being able to work independently
- Proven ability in establishing and maintaining working relationships with other WFN staff, Community Members, and the general public
- Strong all around computer skills with the ability to compose letters, forms, and spreadsheets
- Exceptional organizational, time management, and interpersonal skills with attention to detail and accuracy

- Valid class 5 driver's license
- Acceptable Criminal Record Check with possibility of a Vulnerable Sector Search
- Ability to follow written or oral instructions and take initiative as needed
- Solid understanding of WFN programs and services
- Ability to maintain a high level of confidentiality
- Ability to plan and organize a variety of activities and functions
- Proven leadership skills including ability to develop and mentor entry level staff
- Strong communication skills in business writing, conflict resolution, and problem solving

A competitive salary and benefits package is offered. 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 **Friday, December 8, 2017**. **Please reference #17-32 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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