



Mamalilikulla First Nation

168-1436 Island Highway, Campbell River BC V9W 8C9
(ph) 250-287-2955 (fax) 250-287-4655 toll free 1-888-287-2955
admin@mamalilikulla.ca

SUMMER STUDENT EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE OFFICE ASSISTANT

(2 months term, July 8, 2024 to August 30, 2024)

The Mamalilikulla First Nation were successful in their application for funding through NVIATS North Vancouver Island Aboriginal Training Society. The funding requirements states that an eligible youth participant for this employment opportunity must be between the ages of 18-30, and be returning to school in September 2024.

The Mamalilikulla First Nation (MFN) is seeking an experienced and creative professional with dynamic skills to join our team. Working under the Band Administrator, the Administrative Assistant will provide general office and clerical activities. These tasks include answering incoming calls, e-mails, managing the reception area, mail, requisitioning supplies, organizing office communication and general office support on a day-to-day basis.

We are looking for an individual who is efficient and comfortable being a member of a team. Candidates should be able to assist management and all visitors to the Mamalilikulla First Nation band office by providing polite and professional assistance while assuring a steady completion of workload is done in a timely manner.

The Administrative Assistant must be comfortable with computers, handling office tasks, and excel at both verbal and written communication. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

RESPONSIBILITIES:

1. Will coordinate the MFN administrative activities in an effective, up to date, and accurate manner by:
 - Actively participates in the strategic planning sessions;
 - Works cooperatively with all team members to support the achievement of work plan activities designed to achieve identified goals and objectives;
 - Operates office equipment such as computers, fax machines, photocopiers, voice mail messaging systems and computer scanning equipment to complete administrative tasks;
 - Performs clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings for Band Administrator and/or Chief and council;

- Coordinates and organizes meetings and conferences including meeting venue bookings, catering requirements, sets up the room with audio-visual equipment and flip charts and tends to other requirements of MFN meetings;
 - Coordinates any required repairs to office equipment;
 - Coordinates and completes significant special projects independently or in cooperation with other groups as directed by the Band Administrator, or designate;
 - Arranges staff and council travel including making hotel accommodations and land and air transportation bookings;
 - Maintains adequate office supply of all department supplies used within the office;
 - Understands and adheres to all MFN policies and procedures.
 - Other duties as may be directed by the Band Administrator and/or Chief & Council.
2. Will serve as the coordinator of MFN information, reporting, communication and activities. This includes:
- Develops or maintains an accurate and up to date records management system (including classifying and coding electronic and hardcopy files.);
 - Provides website updates to the Communication officer to ensure up to date information is posted on the website;
 - Creates databases and/or processes to accomplish tasks;

QUALIFICATIONS:

- High School Diploma or GED
- 1-3 years previous experience in an office environment preferred
- Excellent time management and multitasking skills
- Computer literacy; Proficiency in Microsoft Word, Excel, Outlook, data entry
- Ability to enter data efficiently, timely and correctly to meet deadlines
- Good planning and organizations skills
- Well-developed verbal, listening and written communication skills
- Work independently or as a team player
- Attention to detail and a high level of accuracy and confidentiality
- Maintain a professional appearance and manner
- Able to contend with a wide variety of people on various issues
- Ability to work in a busy office with constant interruptions

KNOWLEDGE AND SKILLS:

- Possesses knowledge, respect and sensitivity to Mamalilikulla First Nation culture
- Experience in working with First Nation communities;
- Possess strong organization, evaluation and problem-solving skills;
- Must be able to communicate effectively in writing and verbally;
- Working knowledge of Microsoft Office Suite,
- Able to work flexible hours
- Valid driver's license and possession of own vehicle preferred.

If you are interested in applying, please submit a current resume, cover letter and references to the attention of the Band Administrator at admin@mamalilikulla.ca or fax 250-287-4655 or mail to 168-1436 Island Highway, Campbell River, BC V9W 8C9.

Closing date: June 20, 2024, 1:00pm

Qualified Band members will be given first priority.