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[www.saikuz.com](http://www.saikuz.com)

## Position Information

Position:	Administrative Assistant	Hours:	Full-time
Position ID:	H-2201	Wage Range:	\$19.00-\$30.00
Supervisor:	General Manager	Start Date:	Immediate

## Job Summary

The Administrative Assistant supports the efficient, day-to-day operations of the Saik'uz Health Centre and supports the work of management and other staff. The Administrative Assistant's main responsibilities include filing paperwork, answering phone calls and emails on behalf of Saik'uz Health, directing inquiries to the correct contact, preparing and submitting purchase orders and expense reports, restocking office supplies, arranging and attending meetings, and performing basic data entry. The Administrative Assistant is passionate about providing excellent customer service to all visitors and clients entering the Saik'uz Health Centre and is willing to participate in professional development as necessary.

## Requirements:

- Minimum Grade 12.
- 2 years of office experience with acceptable work references.
- Proficient in the use of current versions of Microsoft Office software.
- Ability to:
  - accurately type 65 words per minute.
  - work under tight deadlines.
  - write funding proposals.
- Must possess a valid driver's license and access to reliable transportation.
- Initial and ongoing employment is subject to submission of a clear Criminal Record Check.
- Criminal Record Check must be conducted every three years as per Saik'uz First Nation and Carrier Sekani Family Services policies.
- The incumbent is expected to sign the CSFS Code of Conduct & Ethics.
- Participate in professional development as necessary.

## Qualifications & Skills:

- Certificate in Business Administration preferred.
- A friendly, helpful, compassionate, and professional attitude.
- Highly organized and able to support others in their organization.
- Skilled at working both independently and as part of a team.
- Familiar with the use of a variety of office business machines.
- Possessing excellent verbal and written communications skills.
- Knowledge of crisis de-escalation techniques an asset.
- Experience in working within a First Nations community an asset.
- Knowledge of Saik'uz First Nation or broader Dakelh culture an asset.

Please submit your resume via e-mail to [resume@saikuz.com](mailto:resume@saikuz.com), with the Position ID included in the subject line, by May 13, 2022.

We thank everyone for their interest; however, only those selected for an interview will be contacted.