Summer Job Opportunity

Administrative Assistant – Stz’uminus Education

Stz’uminus First Nation is looking for 1 Administrative Assistant.

The primary role of this position at the Education Department is to aid with organizing and contributing to a safe and efficient environment. The successful candidate will facilitate polite, professional, and effective communication.

Hours of Work: Days, evenings, and some weekend schedules; based on 24 hours per week.

SKILLS AND ABILITY REQUIREMENTS:

- Strong computer skills in all Microsoft Office programs, Outlook Express, etc.
- Ability to work with limited supervision.
- Ability to operate standard office equipment, including personal computer, photocopier, scanner, and fax machine.
- Ability to maintain the confidentiality of sensitive information.
- Ability to maintain accurate records and filing.
- Professional personal presentation
- Performs other clerical duties as required.
- Ability to take direction well and demonstrate initiative.
- Good verbal, written, and telecommunication skills.
- Prioritizing skills to ensure that tasks/projects are complete as requested on a high-to-low priority basis.
- Excellent interpersonal and communications skills
- Excellent customer service skills

QUALIFICATIONS:

- Between Ages of 15-30
- Registered as a full-time student during the preceding academic year.
- Must be returning to school on a full-time basis, is a student in secondary or post-secondary.
- Social Insurance Number (SIN) Required
- Must complete a Criminal Record Check as a condition of employment.

Please submit a cover letter and resume to:
Attention: Human Resources Advisor
12611 - A Trans Canada Highway
Lady Smith BC V9G 1M5
Fax: 250-245-3012
E-Mail: resumes@stzuminus.com

Deadline for applications: Friday, July 2, 2021, at 4:00 pm (PST)

Only short-listed applicants will be contacted. No phone calls, please.