



# 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.

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### Please submit a cover letter and resume to:

Attention: Human Resources Advisor  
12611 - A Trans Canada Highway  
Ladysmith BC V9G 1M5  
Fax: 250-245-3012  
E-Mail: [resumes@stzuminus.com](mailto: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.*