



STZ'UMINUS FIRST NATION

Job Opening: Summer Office Assistant - Full Time Term

Closing date for Applications June 13, 2024

Hours of Work: 35 hours per week

Job Location: Stz'uminus Administration Office

Number of Openings: 1 positions

Dates: July 2, 2024 – August 23, 2024

Salary: \$17.40 hourly

Start date: July 2nd, 2024 (flexible)

Job Description:

Stz'uminus First Nation is looking for Summer Office Assistants that will provide assistance with organizing and contributing to a safe and efficient environment. The successful candidate will provide and facilitate polite, professional and effective communication for Administration and various Stakeholders.

Job Duties:

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

Key Requirements:

- Age range: 15 to 30
- Must be organized, prepared, flexible and punctual.
- Reliable Transportation and/or Valid Driver's Licence.
- Able to take direction and work as a team player.
- Criminal Record Check.
- Social Insurance Number (SIN) Required.

How to Apply

Send your resume and cover letter to stephen.cochrane@stzuminus.com

Candidates not selected for an interview will not be contacted.