



BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 ● PH: (250) 256-7423
ADMIN FAX: (250) 256-7999 ● HEALTH FAX: (250) 256-2443

Job Posting

ADMINISTRATION SUPPORT CLERK

Full Time Position

Bridge River Indian Band is seeking an individual to fill a Administration Support Clerk, full time position. This position is providing Admin support and perform a variety of administrative duties to the Administration and Housing Department, includes support for the Front Desk Assistant.

Duties & Responsibilities:

- Provide general support to the Administration and Housing Department
- Write and distribute email, correspondence memos, letters, faxes and forms
- Exercise Discretion: Handle confidential information with utmost discretion and maintain confidentiality at all times
- Assists in preparing and finalizing proposals and apply for funding that compliment Administration and Housing programs and assists with reports
- Assist Executive Assistant with coordinating and meeting preparation for Chief & Council Meetings, including Band Meetings
- Collaborate with the Executive Assistant to coordinate travel for Chief & Council
- Maintain contact lists and compile data, statistics and other information to support program reporting
- Schedule and confirm Housing appointments
- Assist with maintaining manual and computerized information filing systems for Administration & Housing
- Answer telephone and electronic enquiries, relay telephone calls, messages and provide backup support for the Front Desk Assistant
- Experience working with multi-function printers, including the ability to scan documents and send them as an email attachment, configure copy settings and perform light maintenance tasks such as replacing toner cartridges
- Other duties as assigned by the Executive Assistant, Administrator and Chief & Council

Qualifications:

- Minimum 1 year experience
- Admin Assistant certificate or other equivalent training
- Computer proficiency, especially with Microsoft Office (Word, Excel, Outlook)
- Good communication skills, verbal and written
- Ability to work independently and in a team environment
- Strong organizational skills with the ability to multi-task
- Knowledge and understanding of Xwisten community, culture and challenges
- Valid Driver's License, have a reliable vehicle and willing to travel

Wage: \$20.00 to \$27.00 per hour minimum and depending upon experience

Deadline: November 15, 2024

Please submit your Cover Letter and Resume to:

**Gary Forsyth, Administrator
Bridge River Indian Band
P.O. Box 190, Lillooet BC, V0K 1V0
Fax: 250-256-7999**

While we welcome all candidates, only those selected for an interview will be contacted