



# BRIDGE RIVER INDIAN BAND

P.O. BOX 190, LILLOOET, BC V0K 1V0 • PH: (250) 256-7423

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## Job Posting

### FOOD SYSTEMS OFFICE CLERK

*Full Time, seasonal position (start date mid-February)*

Bridge River Indian Band is seeking an individual to fill an **Office Clerk** for the food system program, full time position. This position is providing support and perform a variety of administrative duties to the Food system program

#### Duties & Responsibilities:

- Provide general support to the Food systems coordinator
- 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 applying for funding that complement the food system program and assists with reports
- Assist food systems coordinator with coordinating community engagement events and meetings
- Maintain contact lists and compile data, statistics and other information to support program reporting
- Assist with maintaining manual and computerized information filing systems for the program
- Answer telephone and electronic enquiries, relay telephone calls, messages and provide backup support
- 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
- Other duties as assigned by the Food systems coordinator, Executive Assistant, Administrator

#### Qualifications:

- Minimum 1 year experience, in administration
- 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 \$23.00 per hour minimum and depending upon experience**

**Deadline: Open until filled**

**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**