



BRIDGE RIVER INDIAN BAND

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

LANDS RESOURCE CLERK

Full-Time Position

Bridge River Indian Band is seeking an individual with a professional work ethic and who has strong organizational and communication skills, for the Lands Resource Clerk position reporting to the Lands Director. The Lands Front Resource Clerk is responsible for office administration, support department communications, and providing support for all Xwisten projects, including invoice documentation and reporting.

DUTIES & RESPONSIBILITIES

- Support daily operations, assist with the Lands Front Desk Assist with answering phones, taking messages, greeting visitors, and meeting coordination, including other meeting logistics
- Ensure Department has necessary office & field equipment and supplies
- Responsible for scheduling/time tracking as per project requirements, communicating schedule to employees and ensuring timesheets are completed
- contract coordination and finance support for invoices with accounting
- Provides communication and community engagement support, with newsletters, making posters/notices, meeting coordination, prepare materials and support follow as required
- Responsible for data & records management by maintaining digital & paper records, including, tracking records for referrals, project management, contracts, permit & licensing data, assists with reports
- Other duties as assigned by Lands Director and Administrator

EDUCATION & EXPERIENCE

- Post Secondary education in office administration, lands management, natural resources, finance, communications or a related field
- Must have high proficiency with Microsoft Office (Word, Outlook, Publisher, Excel)
- Knowledge of St'át'imc territory, values and culture
- Experience with scheduling, times sheets, invoicing, contract tracking, bookkeeping support, project administration, records management
- Experience with communication, including newsletters, making posters, engagement materials
- Quick learner and detailed oriented
- Strong verbal and written communication skills;
- Manage multiple tasks and time management skills and flexible and adaptable to changing priorities
- Able to work independently and as part of a team
- Must have valid Class 5 driver's license and abstract
- Must pass a criminal record check

Wage: \$24.00 to \$34.00 per hour minimum and depending upon experience

Deadline: May 29, 2026 and only those short listed will be contacted

To apply submit resumes and cover letter to:

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