Job Title: Administrative Technician  
Department/Group: Natural Resources  
Job Category: Admin  
Job Code/ Req#: 4250  
Location: 1420 Hwy 3, Cawston  
Travel Required: Minimal  
Level/Salary Range: $23 - $25 DOE  
Position Type: Full Time  
HR Contact: Diane Wood  
Date posted: February 29, 2024  
Will Train Applicant(s): NA  
Posting Expires: August 29, 2024  

Resumes & Cover Letter accepted by:
E-mail: hr@lsib.net  
Mail: Lower Similkameen Indian Band  
Box 100 Keremeos, BC V0X 1N0  
Attention: Diane Wood  
Attn: Diane Wood

Job Description

PURPOSE OF THE POSITION
- The Administrative Assistant’s role is to enhance and maintain a well functioning, effective system for the Natural Resources Team.
- The Administrative Assistant is necessary to assist the Natural Resource Team Lead and to help provide a smooth and effective running NR department. This person must be a team player who is flexible and willing to work some weekends and evenings.

SUPERVISION RECEIVED:
The Administrative Assistant operates under the direct supervision of Natural Resources Team Lead.

DUTIES AND RESPONSIBILITIES
General Office Duties
- Provide office management supports – take messages and deliver same to pertinent team members, order supplies and equipment, file cheque requisitions, application filing, processing invoices, cheque requisitions, coordination of meetings, workshops, and minute taking.
- Keep track of the reporting deadlines and ensure information and reports are submitted on time.
- Build and maintain spreadsheets and keep track of the budgets for follow-up by the Natural Resources Team Lead.
- Provide administrative supports for the Natural Resource Team Lead – letters, reports, proposals, editing, layout/design, sending out correspondence, letters of support, finance liaison, and invoicing
- Participate in meetings as requested
- Participate in team and organizational meetings as requested
- Participate in field work and training, and other managerial duties as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Qualifications:**
- Computer literate – MS Office 2010
- Knowledgeable about use of office equipment, GPS, compass, iPad, and tablets
- Good communication and great public relations skills
- Strong work ethic
- Reliable transportation
- Valid B.C. driver’s license
- Knowledgeable of and participates in L.S.I.B. community events
- Good understanding of Syilx protocols, practices, and Title and Rights

**Education and Experience:**
General Office Administrative Diploma or a combination of education and experience. Excellent computer skills in MS Office 2010.

**Professional/Designation/Certification/Licenses:**
Administrative Diploma, or equivalent experience.

**Other Factors**

**Culture/Language:**
A moderate knowledge of the Syilx language and culture is desirable.

**Personal Attributes:**
The Administrative Assistant maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: integrity, respect, trust, honesty, compassion, and accountability.

**Criminal Record Check:**
A clean record is required

**PREFERENCE:**
- Aboriginal ancestry preferred

**ONLY THOSE SHORT LISTED WILL BE CONTACTED**