



*Yaqit ʔa·knuq̓i'it*

## Administrative Assistant

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Yaqit ʔa·knuq̓i'it (Tobacco Plains Band) is seeking an Administrative Assistant to work on-call several days a week to several days a month. The Administrative Assistant fills the role of receptionist as the first point of contact for community members, visitors and phone calls at the Yaqit ʔa·knuq̓i'it Administration office. In addition, the Administrative Assistant conducts a variety of other administrative tasks.

### Responsibilities:

- Greets visitors and community members. Professionally answers and redirects calls to the appropriate staff or department.
- Creates and distributes correspondence, memos, posters, mail and documents for various Departments.
- Provides a wide variety of administrative support for Yaqit ʔa·knuq̓i'it departments including financial records, reports, filing, collating, copying, booking meeting rooms and other activities.

### Capabilities:

- Ability to work independently, proactively and with a hands-on approach to meeting deadlines and accomplish assigned tasks and projects with minimal supervision.
- Ability to manage sensitive and confidential information and matters in a trusted and responsible manner.
- Ability to communicate effectively both orally and in writing, including proof reading skills.
- Ability to effectively and efficiently utilize Microsoft Office.

### Education:

- Grade 12 or an acceptable combination of education, training, and experience.
- Experience in working in an office or in an administrative capacity.
- Experience with Microsoft Office suite of software, including Word, Excel, Power point etc.
- Valid unrestricted BC Driver's License.

Please forward your resume, cover letter:

Email: [HR@tobaccoplains.org](mailto:HR@tobaccoplains.org)  
Attn: Human Resources  
PO BOX 76  
Grasmere, BC  
V0B 1R0

Closing Date: until position is filled

We thank those who apply, however, only individuals selected will be contacted for an interview.