



*Yaqit ʔa·knuqʔiʔit*

## **Administrative Assistant** Casual Position

**Competition #: 2025-09**

**Location:** Yaqit ʔa·knuqʔiʔit First Nation's administration office, Grasmere, B.C.

### **Position Summary:**

Yaqit ʔa·knuqʔiʔit First Nation (Tobacco Plains Band) is a rural First Nation located near Grasmere, BC, in one of the most beautiful natural areas of British Columbia.

Yaqit ʔa·knuqʔiʔit First Nation is seeking a friendly, organized, and reliable **Casual Administrative Assistant** to provide administrative and clerical support on an as-needed basis. As one of the first points of contact for the Nation, this role helps ensure the smooth day-to-day operation of the office while supporting staff, community members, and visitors.

Responsibilities may include greeting visitors, answering and directing phone calls, preparing documents, coordinating communications, managing office records, and assisting with general administrative tasks. The Casual Administrative Assistant plays an important role in maintaining a welcoming, respectful, and culturally safe environment that reflects the values of Yaqit ʔa·knuqʔiʔit.

This position is ideal for someone who enjoys working with people, is adaptable, and takes pride in providing excellent customer service and administrative support. We encourage qualified applicants seeking flexible, casual work to apply.

### **Cultural Safety:**

Our organization is committed to serving the ʔakanuxuník people in a manner that respects, enhances, and promotes their cultural identity and well-being of both the individual and the staff. This position is responsible for greeting community members and visitors with warmth, respect, and professionally, supporting the cultural values, traditions, and practices of Yaqit ʔa·knuqʔiʔit in all communications and public interactions, and ensuring the confidentiality and dignity of all members and staff.

### **Key Responsibilities:**

- Greets and assists visitors and community members in person and over the phone; redirects calls and takes messages, as needed.
- Coordinates incoming and outgoing mail, including processing, distributing, and mailing letters and cheques.
- Handles email correspondence and general office communications.
- Books meetings and meeting rooms, as required; manages the Master Calendar.
- Orders and picks up office supplies, rentals, and meeting lunches for all departments.
- Sets up meeting rooms with snacks, beverages, and required materials.
- Handles external and internal administrative support tasks (e.g., photocopying, scanning).
- Maintains filing systems.
- Distributes memos, posters, notices, and other correspondence to staff and community members.
- Keeps electronic bulletin boards up to date with news and activities.
- Assists with updating the organization's Facebook account; responds to messages and posts content.
- Refills daily snacks, coffee, and water for staff; sets up the office each morning.
- Manages keys for all office-related access (vehicles, sheds, cabinets); maintains sign-out logs.

- Handles all incoming deliveries; organizes and identifies proper storage and recipients.
- Supports fleet management activities.
- Other duties, as assigned.

**Qualifications:**

**Required Education and Experience:**

- High school diploma or equivalent.
- Previous administrative or receptionist experience preferred.
- Basic computer literacy and comfort with office software and equipment.
- Valid Class 5 BC Driver's License with clean drivers abstract.

**Required Knowledge, Skills, and Abilities:**

- Strong interpersonal and communication skills with a welcoming and respectful approach.
- Reliable, organized, and detail-oriented with strong time management skills.
- Able to multitask and prioritize effectively in a busy office environment.
- Proficient with Microsoft Office (Word, Excel, Outlook) and general office equipment.
- Demonstrated understanding of confidentiality, discretion, and professional boundaries.
- Ability to work independently and as part of a team.
- Basic knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

**Compensation:**

- Wage will be commensurate with skills and experience, ranging from \$21.15 - \$26.68 hourly.
- Standard benefits as a Federally Regulated Employer.

**Application Process:**

Applications will be accepted until the position is filled.

Please send your resume and cover letter to

**Email:** [hr@tobacco.plains.org](mailto:hr@tobacco.plains.org)

**Or mail to:**

Human Resources  
Yaqit ʔa-knuqʔi't First Nation  
PO Box 76, Grasmere BC V0B 1R0



Yaqit ʔa-knuqʔi'it

# Job Description

<b>POSITION TITLE:</b>	Administrative Assistant
<b>LOCATION:</b>	Yaqit ʔa-knuqʔi'it First Nation (Tobacco Plains Band), Grasmere, BC
<b>DEPARTMENT:</b>	Shared Services
<b>CLASSIFICATION:</b>	Staff
<b>REPORTS TO:</b>	Office Manager

## JOB SUMMARY:

The Administrative Assistant is the first point of contact for Yaqit ʔa-knuqʔi'it First Nation and provides administrative and clerical support to ensure efficient operation of the office. This role supports staff and community members by performing a variety of tasks including front desk management, communication coordination, document preparation, and office organization. The Administrative Assistant promotes a welcoming, respectful, and culturally safe environment in alignment with Yaqit ʔa-knuqʔi'it's values.

## CULTURAL SAFETY:

All positions at Yaqit a-knuqʔi'it First Nation must serve the ʔakanuxunik' people in a manner that respects, enhances, and promotes the cultural identity and well-being of both the individual and the staff. This position is responsible for:

- Greeting community members and visitors with warmth, respect, and professionalism.
- Supporting the cultural values, traditions, and practices of Yaqit ʔa-knuqʔi'it in all communications and public interactions.
- Ensuring the confidentiality and dignity of all members and staff.

## KEY RESPONSIBILITIES:

- Greets and assists visitors and community members in person and over the phone; redirects calls and takes messages, as needed.
- Coordinates incoming and outgoing mail, including processing, distributing, and mailing letters and cheques.
- Handles email correspondence and general office communications.
- Books meetings and meeting rooms, as required; manages the Master Calendar.
- Orders and picks up office supplies, rentals, and meeting lunches for all departments.
- Sets up meeting rooms with snacks, beverages, and required materials.
- Handles external and internal administrative support tasks (e.g., photocopying, scanning).
- Maintains filing systems.
- Distributes memos, posters, notices, and other correspondence to staff and community members.
- Keeps electronic bulletin boards up to date with news and activities.
- Assists with updating the organization's Facebook account; responds to messages and posts content.
- Refills daily snacks, coffee, and water for staff; sets up the office each morning.
- Manages keys for all office-related access (vehicles, sheds, cabinets); maintains sign-out logs.
- Handles all incoming deliveries; organizes and identifies proper storage and recipients.
- Supports fleet management activities.
- Other duties, as assigned.

## KEY COMPETENCIES:

- Strong interpersonal and communication skills with a welcoming and respectful approach.
- Reliable, organized, and detail-oriented with strong time management skills.
- Able to multitask and prioritize effectively in a busy office environment.
- Proficient with Microsoft Office (Word, Excel, Outlook) and general office equipment.
- Demonstrated understanding of confidentiality, discretion, and professional boundaries.
- Ability to work independently and as part of a team.
- Basic knowledge of First Nation governance structures and community engagement practices.
- Sensitivity and understanding of the unique cultural environment of a First Nation organization.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Previous administrative or receptionist experience preferred.
- Basic computer literacy and comfort with office software and equipment.
- Valid Class 5 BC Driver’s License with clean drivers abstract.

**WORKING CONDITIONS/ JOB ENVIRONMENT:**

- Physical Demands – Primarily sedentary office work with occasional lifting of office supplies and materials.
- Environment – Standard office setting, occasional exposure to outside events and/or community functions.
- Mental Effort – Frequent interruptions, multitasking, prioritizing, and attention to detail required.
- Position Type/Expected Hours of Work – Full-time, Monday to Friday, with flexibility for occasional evening or weekend events.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not an exhaustive list of all responsibilities and activities required for the position.*