



Skwlāx te Secwepemcúlecw Job Posting

The Organization:

Skwlāx te Secwepemcúlecw (SteS) is traditionally known as Skwlāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Public Works Administrative Assistant:

Under the direction of the Director of Public Works, the Public Works Administrative Assistant provides administrative support to ensure efficient office operations. Maintains physical and digital filing systems; answers phone calls and directs callers to appropriate personnel; schedules appointments and other administrative office duties and requested or required.

Requirements - What you bring to the organization:

- Post-secondary training and/or relevant job experience equivalent.
- Experience in an administrative role with senior skill set in MS Office including Teams, Excel, Word, and PowerPoint
- Strong oral and written communication skills.
- Highly professional and adaptable with proven judgement and discretion.
- Demonstrate initiative, creative, and organizational skills, with keen attention to detail and business acumen.
- Excellent interpersonal skills with strong abilities to work with cross-functional teams.
- Ability to work independently in a fast-paced environment.
- Must be reliable and punctual.
- Knowledge and experience in developing professional correspondence, reports and other related documents.
- Diplomacy, tact, and confidentiality in dealing with a variety of people and information.
- Well versed in data entry and file management, transcription, and other administrative procedures.
- Valid driver's license required.
- Clear Criminal Record Check



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Specific Duties and Responsibilities:

- Provide administrative support to the Public Works Department
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments and organizations
- Order office supplies and maintain inventory
- Answer telephone and electronic enquiries and relay telephone calls and messages
- Set up and maintain manual and computerized information filing systems
- Determine and establish office procedures
- Greet visitors, ascertain nature of business and direct visitors to employer or appropriate person
- Record and prepare minutes of meetings
- May compile data, statistics and other information to support research activities
- Other duties as requested or required

Application Deadline:

Open until filled.

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slb.ca
Fax: 250-679-3220
In Person: Little Shuswap Lake Band Office
1886 Little Shuswap Lake Road
Chase, BC
V0E 1M2

NOTE: While we thank you for your interest in Skwłāx te Secwepemcúlecw, we will only be contacting the short- listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.