



Join Our Team!

LAKE BABINE NATION

Posted: September 10, 2021; Deadline: September 24, 2021

CHILD & FAMILY ADMINISTRATIVE ASSISTANT

The Child & Family Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations.

RESPONSIBILITIES

- Use computer word processing, spreadsheet, and database software to prepare reports memos and documents.
- Code and file financial material according to established records management procedures.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments, organizations.
- Provide administrative support to Child & Family Services Staff
- Schedule/confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic inquires and relay telephone calls and messages
- Determine and establish office procedures
- Greet Visitors, ascertain nature of business and direct visitors to appropriate person
- Record/prepare minutes of meetings
- Arrange travel schedules and make reservations
- Maintain record management systems databases

QUALIFICATIONS

- Grade 12 High School Diploma or equivalent
- Certificate in Business Administration Preferred
- Minimum two (2) years office experience with acceptable work references.

APPLY NOW!

Philine West, *Human Resources Assistant*

T: (250) 692-4700 | TF: 1-888-692-3214

E: philine.west@lakebabine.com

Successful candidates of short-listing will be contacted