



**Join Our Team!**

**LAKE BABINE NATION**

**Posted: November 25, 2021; Deadline: December 31, 2021**

# **LANGUAGE CULTURE ASSISTANT**

*The **Language Culture Assistant** provides a full range of support to the Language Culture department. The Language & Culture Assistant will be required to perform an array of administrative duties including secretarial and receptionist duties for the Language & Cultural Department. Additional responsibilities include tracking of expenses, taking minutes during meetings and scheduling appointments for the department. The Language & Culture Assistant is also accountable for drafting, reviewing and editing time-sensitive correspondence sent by team. Other duties, relevant to the position, shall be assigned as required.*

## **QUALIFICATIONS**

- Office administration diploma (or equivalent) and five (5) years clerical and personal assistant experience
- Fluent in Nedut'en language
- Knowledge of Technology
- Knowledge of Administrative skills
- Strong communication and written skills
- Experience in coordination of events.
- Experience in curriculum development
- Principles of letter, report, writing and report preparation
- Proficient knowledge of Microsoft Office Suite
- Valid Class 5 Unrestricted BC Driver's License **or** Class 7N drivers and own transportation.
- Clean drivers abstract annually
- Understand and obey all laws and regulations.
- Understanding of the northern cultural and political environment.
- Ability to sit for long periods of time.
- Ability to lift up to 50 pounds unassisted.

**APPLY NOW!**

Philine West, Human Resources Assistant

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Successful candidates of short-listing will be contacted