



Join Our Team!

LAKE BABINE NATION

Posted: January 7, 2022; Deadline: January 31, 2022

ADMINISTRATIVE ASSISTANT

*The **Administrative Assistant** will have receptionist duties in addition to more complex function and services, such as arranging travel plans and scheduling appointments concerning the processes and procedures of the Economic Employment Training department*

The assistant will be expected to assist the department with any administrative duties such as training records and tracking timelines. The assistant will be responsible for drafting sensitive correspondence sent by the Employment Training department. Assist and ensure that an individual is an active participant in all phases of the job placement process.

RESPONSIBILITIES

- Relieve Coordinator / Manager of administrative detail, all projects
- Update and chase delegated tasks to ensure progress to deadlines
- Take initiative in Coordinator / Manager's absence
- Maintain procedures manual to ensure consistent performance of routines
- Arrange essential mail in priority action order
- Check deadlines on incoming requests and put preliminary work in play
- Process replies on own initiative or from Coordinator / Manager's dictation or notes
- Research, draft, or abstract reports
- Arrange "call-backs" to protect Coordinator / Manager's time
- Route calls elsewhere as needed and screen to control interruptions
- Do phone surveys/inquiries as needed
- Maintain calendar; ascertain which events require Coordinator / Manager's presence
- Assure discreet handling of all business
- Provide back-up data as needed
- Arrange travel through internal or outside agents, prepare itinerary, trip file and supplies, complete expense reports after trip
- Update and manage index
- Update secretarial/clerk desk manual
- Seek greater role in projects within administrative and other areas of competence
- Take part in any administrative meetings to assure secretarial follow-through

QUALIFICATIONS

- High School Diploma Grade 12, or equivalent
- Administrative Assistant Certificate or equivalent an asset
- Experience with Microsoft Office 365
- Class 5 Drivers Licence, reliable vehicle an asset
- Willing to travel to Tachet and Fort Babine as needed.

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