



Join Our Team!

LAKE BABINE NATION

POSTED: MARCH 3, 2023; DEADLINE: MARCH 31, 2023

FISHERIES OFFICE CLERK

Lake Babine Nation is searching for a candidate to join our team in the position of OFFICE CLERK for the Fisheries department. This position will be based out of the Lake Babine Nation Natural Resources office in Burns Lake, BC and may be a permanent position.

Reports to Fisheries Director and / or designate Supervisor, such as Biologist or other team lead.

RESPONSIBILITIES

- In contact with Fisheries Director and Fisheries team on a daily basis to obtain daily / weekly tasks;
- Provide administrative assistance and support to Fisheries team;
- Organize Visa receipts and assist with Visa statement reconciling
- Organize other expense receipts and assist with staff reimbursement process and/or expense payments
- Organize vehicle fuel receipts including managing Superpass receipts and ensure payments are processed
- Ensure all expenses are properly coded to the various program budgets
- Assist with collection and filing of staff timesheets and assist with processing as requested
- Delivery of requisitions / travel claims to Finance department for processing;
- Perform General filing duties: sorting and filing materials, correspondence, records, business forms or other materials according to an alpha, numeric, date, subject or color-coded system
- Perform general data entry duties according to an alpha, numeric, date or subject system.
- Scans / Archives documents or prepares documents for scanning
- Other Clerical duties

QUALIFICATIONS

- Excellent oral and written communication and interpersonal skills.
- Excellent computer skills (familiar with Microsoft office)
- Excellent knowledge with basic office equipment (photocopier, fax)
- Excellent organizational skills
- Self-motivated; able to work independently
- Class 5 Drivers License and reliable vehicle, an asset.

APPLY NOW!

Beatrice MacDonald, *Human Resources Manager*

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

E: beatrice.macdonald@lakebabine.com

Successful candidates of short-listing will be contacted