



**Join Our Team!**

# **LAKE BABINE NATION**

**Posted: March 14 2024; Deadline: March 22 2024**

## **ECONOMIC DEVELOPMENT ADMINISTRATIVE ASSISTANT**

*Wage Range: \$20.00 - \$23.00*

*The **Economic Development 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 Development department.*

*The assistant will be expected to assist the department with any administrative duties such as Accounts Payables, Accounts Receivables and tracking timelines. The assistant will be responsible for drafting sensitive correspondence sent by the Economic Development department.*

### **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
- Take meeting minutes and prepare briefing notes where required
- 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 related to the Economic Development Department and maintain confidentiality.
- Perform office management and administration tasks
- Arrange travel through internal or outside agents, prepare itinerary, trip file and supplies, complete expense reports after trip
- Schedule proponent meetings with the Economic Development Director
- Update secretarial/clerical 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 License, reliable vehicle an asset
- Willing to travel to Tachet and Fort Babine where needed.

# **APPLY NOW!**

Beatrice MacDonald, *Human Resources Director*

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Successful candidates of short-listing will be contacted