



Join Our Team!

LAKE BABINE NATION

Posted: April 8 2024; Until Position Filled

TACHET ADMINISTRATIVE ASSISTANT

Wage Range: \$20.00 - \$23.00

The Tachet Administrative Assistant will have assist with complex function and services, such as arranging travel plans and scheduling appointments concerning the processes and procedures of the Tachet Community Director.

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 Tachet Community Director.

RESPONSIBILITIES

- Relieve Tachet Community Director of administrative detail, all projects
- Update and chase delegated tasks to ensure progress to deadlines
- Take initiative in Tachet Community Director'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 Tachet Community Director's time
- Route calls elsewhere as needed and screen to control interruptions
- Do phone surveys/inquiries as needed
- Maintain calendar; ascertain which events require Tachet Community Director's presence
- Assure discreet handling of all business related to the Tachet Community Director 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 Tachet Community 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 where needed.

APPLY NOW!

Beatrice MacDonald, *Human Resources Director*

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

E: beatrice.macdonald@lakebabine.com

Successful candidates of short-listing will be contacted