



Join Our Team!

LAKE BABINE NATION

Posted: May14 2023; UNTIL POSITION FILLED

CHILD & FAMILY ADMINISTRATIVE ASSISTANT

Wage Range: \$20.00 - \$23.00

*The **administrative assistant** is responsible for providing administrative and clerical services to ensure effective and efficient operations for Child & Family Department.*

RESPONSIBILITIES

- Use computer word processing, spreadsheet, and database software to prepare reports memos and documents.
- Code and file financial material according to established records management procedures.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally and with other departments, organizations.
- Provide administrative support to Child & Family Services Staff
- Schedule/confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic enquires and relay telephone calls and messages
- Determine and establish office procedures
- Greet Visitors, ascertain nature of business and direct visitors to appropriate person
- Record/prepare minutes of meetings
- Arrange travel schedules and make reservations
- Maintain record management systems databases
- Other related duties

QUALIFICATIONS

- Certificate in Business Administration preferred
- Minimum two (2) years office experience with acceptable work references
- Highly efficient and effective with Computers & Microsoft (Word, Excel, Power Point)
- Excellent Organization Skills
- Excellent Interpersonal Skills
- Great Time Management Skills
- Understand Nedut'en Language, an asset
- Reliable vehicle & Class 5 driver's license, an asset

APPLY NOW!

Beatrice MacDonald, *Human Resources Director*

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Successful candidates of short-listing will be contacted