



**Join Our Team!**

# **LAKE BABINE NATION**

**Posted: May 06 2024; Until Position Filled**

## **WIT'AT ADMINISTRATIVE ASSISTANT**

*Wage Range: \$17.40 - \$18.43*

*The Wit'at Administrative Assistant is responsible for providing administrative and clerical services to ensure effective and efficient operations.*

### **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 Wit'at Administration
- Schedule/confirm appointments and meetings
- Order office supplies and maintain inventory
- Answer telephone and electronic inquires 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

### **QUALIFICATIONS**

- Grade 12 High School Diploma or equivalent
- Certificate in Business Administration Preferred
- Minimum two (2) years office experience with acceptable work references.

**APPLY NOW!**

Beatrice MacDonald, *Human Resources Director*

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Successful candidates of short-listing will be contacted