



KENPESQ'T
TERRITORIAL OPERATIONS
(250) 341-3678

ADMINISTRATIVE ASSISTANT

Mission

To ensure clear, concise communication and provide general administrative support.

Who Are You?

You are an exceptional communicator. You know how to ask the right questions to get the answers you need, and your technical writing skills are superb. You are a master organizer by helping your team keep projects, calendars, and meeting actions up to date and in progress. You have experience overseeing all administrative duties for a busy office.

What Will You Do?

You will support Kenpesq't Holdings LTD team members, management, and directors with administration duties and support the development of annual work plans for advancing strategic objectives.

Key Responsibilities

- Process employee travel advance forms, expense reports.
- Identify accounting issues and work with the Finance Department to resolve.
- Prepare letters, memos, briefing notes and other correspondence.
- Prepare and file meeting minutes and Board of Directors' packages.
- Manage electronic and physical filing systems.
- Coordinate IT support as required.
- Maintain organizational calendars, electronic in/out board.
- Review and prepare invoices, timesheets, travel claims and travel bookings, honoraria requests, budgets, and financial reports.
- Organize logistics for field projects, including but not limited to purchase of field equipment, organizing training, mobilization/ demobilization, etc.
- Oversee building maintenance activities and building security.
- Attend internal meetings, including training sessions and provide briefings on these to the General Manager.
- Attend general staff, department, and band meetings.
- Provide administrative support for HR and Safety related programs.
- Perform other related duties as requested by the General Manager of Kenpesq't Holdings LTD.

Qualifications and Terms

- Education in general business with studies in finance is ideal.
- 2-5 years experience in an administrative role.



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- Demonstrated knowledge of office and accounting procedures.
- Working knowledge of Secwepemc Nation governmental organizational structures and functions.
- Working knowledge of Shuswap Band community, culture, and Secwepemc values.
- Able to provide a cleared RCMP Criminal Record Check.
- Maintain a valid BC driver's license and access to a personal vehicle.
- Must be able to work onsite, in Invermere, BC.
- This is a full-time, year position. We work 9 am - 4 pm, Monday to Friday.

Personal Attributes

- Excellent communication skills, including technical writing.
- Understand general practice of maintaining confidentiality.
- Collaborate effectively with community members, band staff and technical personnel from government agencies and the corporate sector.
- Proficiency in MS Office software, accounting software, social media

How to Apply

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on "Aboriginal Employment Preference."

If interested, please apply to nmorgan@shuswapband.ca by May 2, 2022. Only qualified candidates will be contacted.