



BRITISH COLUMBIA
ASSEMBLY OF FIRST NATIONS

1004 Landooz Road, Prince George, BC V2K 5S3

JOB POSTING

POSITION TITLE:	Administrative Support Worker
REPORTS TO:	Chief of Staff
TERMS:	Full-Time
LOCATION:	Prince George Office
HOURS OF WORK:	Monday to Friday 9:00 a.m. – 4:30 p.m. (May be required to work evenings and weekends)
DEADLINE:	August 17, 2018

Key Job Functions include:

- Assisting the Regional Chief, Chief of Staff, and Executive Assistant in carrying out the BCAFN's mission statement in accordance with direction provided by BCAFN members and the BCAFN Board of Directors. Providing support and carrying out the direction of the Board of Directors on corporate governance matters.

Specific Responsibilities include, but are not limited to:

- Provide administrative support in order to ensure effective and efficient office operations and assist the Chief of Staff and Executive Assistant with duties related to the BCAFN mandate
- Receiving visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Assist Executive Assistant in responding to all requests made to the Regional Chief by third parties to attend and/or speak at meetings
- Assist Executive Assistant in scheduling meetings or event coordination at the request of the Regional Chief and/or the Chief of Staff
- Receive and sort daily mail/deliveries/couriers
- Maintain security by following procedures and controlling access (monitor logbook, issue visitor badges)
- Update appointment calendars and schedule meetings/appointments
- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing, supply purchasing, etc
- Maintain databases relating to correspondence distribution lists and office inventory
- Perform other duties as reasonably required.

Education, Experience and other requirements:

- High school diploma and proven working experience in similar roles
- Proficient with Microsoft Office Suite and Adobe
- Good computer literacy skills
- Professional appearance
- Solid communication skills both written and verbal
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize and work under pressure
- Flexible schedule may include evenings and weekends; and
- Travel as required.

Remuneration: Salary/Wage based upon experience. Competitive benefit plan available upon conclusion of probationary period.

To Apply:

If you are interested in this opportunity, please email your cover letter and resume with references as one PDF file to **vanessa.west@bcafn.ca** in the following format:

- **Subject heading:** BCAFN Administrative Support Worker
- **Attached file name:** YYYYMMDD_lastname_firstname_ASP.pdf

Application deadline is Friday August 17th, 2018 at 4:30 p.m.

We want to thank everyone who applies for this position in advance. Applicants with Aboriginal ancestry preferred. Only successful applicants will be contacted for interviews.

