

JOB POSTING

Lands Administrative Assistant

Reports to: Director of the Lands Department

Job Duration: Permanent Full-Time

Location: Northwest British Columbia, with preference given to Dease Lake, Telegraph Creek, Iskut, Terrace, or Smithers with work-from-home option possible. Occasional travel to Tahltan Territory is required.

Summary: The Tahltan Central Government (TCG) is seeking a highly motivated and organized Lands Administrative Assistant to support the Lands Department and Tahltan Stewardship Initiative (TSI). The ideal candidate will be a problem solver with excellent communication skills and impeccable attention to detail. The candidate should also have experience working in an office environment, performing administrative tasks, and supporting senior managers. An ability to multitask, manage complex schedules, and meet changing deadlines is essential to the position.

Responsibilities:

- Become familiar with and maintain the TCG Lands Department office systems, ensuring compliance with internal policies and procedures as well as any external requirements that may apply (e.g., information management, filing systems, inventories, scheduling, communications, human resources etc.).
- Provide financial administration and support: ensure accurate general ledger (GL) and project coding for revenue and expenses, facilitate referral and major project invoicing and approvals, track budgets, provide project coordination support, etc.
- Direct phone calls, emails, and correspondence; schedule appointments, attend meetings, record meeting minutes and notes; conduct other daily office routines.

- Organize and coordinate all Lands Department community engagement meetings and events (information sessions, engagements, etc.).
- Collaborate and liaise with other departments, Band offices, and external agencies/organizations to align, develop, and implement procedures and processes to improve communications, transparency, efficiency, and business practices.
- Assist (as required) with the coordination and implementation of contracts relevant to projects or works carried out by the Lands Department.
- Attend and participate in relevant training provided.
- Maintain a high level of confidentiality in all interactions.
- Maintain a positive and professional image of the Lands Department, providing quality service, and ensuring all transactions are positive and/or professional.
- Become knowledgeable on all aspects, issues, and activities of the Lands Department relating to Tahltan Territory.
- Work with all Lands Department personnel and contractors in the delivery of department programs, and reporting.

Qualifications and Requirements:

- Preference given to candidates with a minimum of three (3) years' experience in office administration or coordination; however, candidates that demonstrate an ability to grow and willingness to learn will also be considered.
- Moderate to advanced computer skills, adept in Microsoft Office and familiarity with Zoho Books, MS Teams, Zoom, and Sync software, with the ability to learn new applications as required.
- Experience with facilitation, drafting agendas, and scheduling meetings.
- Must possess good interpersonal and communication skills – oral and written.

Personal Skills and Attributes:

- Self-motivated, dependable, and able to work independently with a minimal amount of supervision.

- Strong communication skills.
- Shows leadership initiative and is a team player.
- High degree of trust and confidentiality.
- Detail oriented and able to accurately process and prioritize information.
- Ability to maintain positive, professional working relations with staff, community, and the general public.
- Personable, approachable, diplomatic, and objective.
- Flexible and coachable with eagerness to learn.
- Respectful, culturally aware, and sensitive.

Remuneration and Work Hours:

- Competitive salary will be based on responsibility, training, and experience.
- A comprehensive benefits package is offered for employees following a probation period.
- Work hours will be 9:00 am to 5:00 pm, Monday to Friday; however, it is the nature of the position to occasionally work outside regular office hours or on weekends.
- Occasional travel to Tahltan Territory will be required.

How to Apply: Please email your resume, with references and cover letter (titled: LANDS ADMINISTRATIVE ASSISTANT), to hr@tahltn.org Only candidates selected for an interview will be contacted.

Tahltans are encouraged to apply via OnTrack

Any questions? Contact Connor Pritty, Lands Director, at landsdirector@tahltn.org

Deadline for Application: March 8, 2023 or until the position is filled.

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).