Tsq̓éscen̓ First Nation

Treaty Department

Treaty Assistant

Job Summary:

The Treaty Assistant is responsible for providing reception support which may include, but not be limited to, preparing correspondence, greeting visitors, operating the phone switchboard, and recording the incoming and outgoing mail.

Duties and Responsibilities:

- Operates as part of a team and is flexible about the boundaries and tasks requested
- Maintains open and professional communication with internal and external stakeholders
- Ensures both internal and external deadlines are met in a timely manner
- Travels to complete role duties as required
- Serves on committees as directed by the Chief Administrative Officer (CAO)
- Initiates personal and professional growth to better fulfill duties and responsibilities
- Successfully completes all required training as directed by the CAO
- Recognizes and respects all cultural diversity and has some understanding of Indigenous Ways of Knowing and Being

Qualifications:

- Required: Grade 12
- Desired:
    - Office Administration courses, diploma, or degree
    - One to Two years of proven and verifiable equivalent skills

Skills and Abilities:

- Excellent interpersonal relationship building skills
- Respectful and pleasant phone etiquette
- Competent and accurate writing and proof-reading skills
- Confident and cooperative when planning Treaty or Tsq̓éscen̓ First Nation functions
- Initiates and follows through on tasks with minimal direction and supervision required
- Able to calmly pivot when simultaneous tasks are requested
- Willing to re-prioritize on short notice when there are staffing or event changes

TEL: 250-397-2227
reception@tsqescen.ca
FAX: 250-397-2769
PO Box 1030
100 Mile House, BC
V0K 2E0

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Conditions of Employment:

- Obtain and maintain a clean Criminal Records Check
- Prioritize confidentiality of all conversations, printed material, or affairs that are related to Tsq̓éscen̓ First Nation (TFN) or any of the members
- Performs all duties and responsibilities in accordance with the TFN policies, standards and procedures, and as directed by the Chief Administrative Officer

Term: Full time

- Monday to Friday — 35 hours per week

Hourly Rate of Pay: As per the TFN Salary Grid (depending upon education and experience)

Application Deadline: Open until position is filled

Cover Letter and Resume sent to:

Elizabeth Pete
PO Box 1030
100 Mile House, BC
V0K2E0
Phone 250-397-2002 Ext. 202
Email: tsqescentreaty@tsqescen.ca