



Employment Opportunity

Administrative Assistant - Assets Department

The Yuułu?it?ath Government is a modern treaty government located in the community of hitaču on the west coast of Vancouver Island, on the eastern shore of Ucluelet Inlet. The Yuułu?it?ath Government is a member of the Maa-nulth Treaty Society and, through the Maa-nulth First Nations Final Agreement, is a modern treaty Nation operating with a government-to-government relationship with Canada and the province of British Columbia. As a Self-Governing Indigenous Government, the Yuułu?it?ath Government continues to promote community programs that enhance Yuułu?it?ath identity.

Position Summary

The Administrative Assistant is responsible for providing administrative support to the Manager of Asset Management and the Department of Assets Management in the administration of their operating and business matters.

Qualifications

Training, Education and Experience

- Certificate or Diploma in a related field (i.e. Business Administration, Office Administration)
- 2-3 years of prior experience in office administration.
- Experience preparing for meetings and taking meeting minutes.
- Experience with GIS is an asset.
- Current Class 5 BC Driver's Licence and access to vehicle.
- Satisfactory criminal records check.

Knowledge, Skills, and Abilities

- Well-developed communication and interpersonal skills.
- Excellent client service skills. Friendly, positive, responsive, professional and helpful.
- Well organized and proactive with strong time management skills.
- Ability to multitask with attention to detail.
- Ability to plan, coordinate and solve problems.
- Strong office administration skills including records management.
- Ability to conduct research using the web or other information sources.
- Ability to present reports and information effectively.
- Ability to exercise a high degree of professionalism and confidentiality.
- Understanding of office equipment including copiers and phone systems.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Intermediate to advanced computer skills including MS Office with the ability to trouble-shoot basic issues and support users.
- Genuine respect for Yuułu?it?ath traditions, culture, and protocols.

How to Apply

Please submit your covering letter, resume and/or how you meet these requirements to the attention of the Director of Operations, by email (employment@ufn.ca), fax (250-726-7552), by mail (P.O. Box 699, Ucluelet, BC, V0R 3A0) or in person (700 Wya Road, hitaču, BC).

In accordance with the CHRC Aboriginal Employment Preference Policy and the Yuulu?il?ath Government hiring policies, preference will be given to qualified citizens of the Yuulu?il?ath or individuals of other Indigenous Ancestry.

Application deadline: Open until filled