



Office Assistant

The Nuu-chah-nulth Tribal Council (NTC) Usma Family and Child Services is seeking a reliable, highly motivated Office Assistant to fill a permanent, full-time position in our Port Alberni office. The Usma Office Assistant is responsible for performing general reception and clerical tasks and errands in the NTC Usma Family & Child Services (F&CS) office.

Responsibilities Include

- ◆ Answer switchboard, take messages, screen calls, refer calls
- ◆ Respond to routine requests for information and related services to Usma clients, community representatives and agencies
- ◆ Assists in making travel arrangements
- ◆ Assists in maintaining a confidential file system and filing records
- ◆ Provide clerical services to Social Workers: reports, requisitions, memoranda, ensuring correctness in format, spelling and grammar
- ◆ Updates and maintains pamphlet and program information and general source documents
- ◆ Helping organize and maintain office common areas
- ◆ Assists in coordinating events as necessary, schedule bookings for programs and activities
- ◆ Prepare files to pick up and be sent to/from other agencies
- ◆ Screen, sort, distribute documents and determine which items to bring to the Supervisor's attention based on content of communication

Preferred Qualifications

- ◆ High school graduate or GED equivalent
- ◆ Certification or training in Office Administration
- ◆ 2 to 3 years of proven general office skills experience
- ◆ Strong interpersonal skills
- ◆ Self-motivated and works well to deadlines
- ◆ Possess independent judgment, reasoning, and discretion
- ◆ Holds a valid Class 5 BC driver's licence and have access to a reliable, insured vehicle
- ◆ Provide references and an acceptable criminal record check
- ◆ Be willing and able to demonstrate compliance with NTC Vaccination Policy (COVID-19)

For further information contact Tracy Wong (250) 724-3232.



Apply by **1 pm May 16, 2022** by sending your cover letter, resume and 3 references (available to contact) to:

Nuu-chah-nulth Tribal Council
P.O. Box 1383
Port Alberni, BC V9Y 7M2

Email: apply@nuuchahnulth.org

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Nuu-chah-nulth Tribal Council