



WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE IN THE WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 4.2 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Admin Support I (5 Positions)
DEPARTMENT: Administration

TERM: On-Call/Casual
SALARY: Commensurate with experience

BAND MEMBER ONLY POSITIONS

POSITION SUMMARY:

The Administrative Support I (Level One) is responsible for providing general reception, administrative and clerical support services within the organization.

DUTIES AND RESPONSIBILITIES:

- Operates multi-line switchboard in a fast paced environment
- Greets and directs individuals arriving at WFN Government offices
- Organizes and manages reception area and supply room
- Assists with booking and coordinating appointments, meetings and social activities
- Prepares spreadsheets, reports, forms, letters, meeting minutes, newsletters and various other correspondence
- Receives, processes and distributes incoming and outgoing mail, faxes and courier packages
- Assists in maintaining the office file system (hard copy or electronic)
- Performs opening and closing office procedures
- Assists with a variety of other general administrative and clerical duties as required

ESSENTIAL SKILLS AND QUALIFICATIONS:

- Grade 12 Diploma or equivalent supplemented by relevant courses or training related to computers, office administration or customer service; a 1 – 2 year Office Administration program would be an asset
- Minimum of 3 years reception, administrative or related work experience
- Previous experience working with a multi-line switchboard; prefer minimum of 5 lines
- Strong general level of computer ability; particularly with MS Word, Excel, and Outlook
- Typing speed of 40 WPM minimum
- Demonstrated strong organization skills, as well as the ability to set priorities and multi-task in a fast paced environment
- Demonstrated customer service orientation and focus
- Professional, articulate, personable and friendly manner
- Excellent communication (oral and written) and conflict resolution skills
- Knowledge of WFN programs and services is an asset

A competitive salary is offered. Further information can be obtained at www.wfn.ca. Interested applicants should apply by with a resume and covering letter to the Recruitment Coordinator. **Please reference # 12-09/10/11/12/13 and indicate clearly in your covering letter how your experience and qualifications meet the requirements of the position.**

**Recruitment Coordinator
Westbank First Nation
301-515 Hwy 97 South
Kelowna, BC V1Z 3J2
Fax: 250-769-4377
Email: careers@wfn.ca**