



**WESTBANK
FIRST NATION**

Community. Leadership. Pride.

WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

TITLE: Administrative Support I Summer Student
MINIMUM SALARY: Commensurate with experience
DEPARTMENT: Human Resources & Administration
TERM: Start date - August 31, 2018 (Part-time)

POSITION SUMMARY:

The Administrative Support I Summer Student is responsible for the efficient delivery of daily administrative and clerical tasks for all WFN Departments as required and directed by the Administration Supervisor. This will allow the Student to learn customer service skills, time management, and other responsibilities in various departments within WFN.

DUTIES AND RESPONSIBILITIES:

- Greets and directs clients in a friendly and professional manner in person, by phone, and through email
- Provides assistance in the preparation of all newsletters, community deliveries, and mail outs
- Provides general assistance to all WFN departments including but not limited to:
 - reception duties-operating the switchboard, directing clients and phone calls, arranging couriers, managing and reporting daily attendance
 - photocopying, sorting, filing, binding, ordering office supplies as requested by staff
 - ordering Council & various committee meeting lunches
 - preparing emails, posters, and other correspondence as required
 - knowledgeable on office equipment, copier, binding machine, postage meter (operation, maintenance, and service)
 - receiving and recording internal and external cheques and applications for services
 - assisting in minute taking for various meetings as needed
 - assisting clients and others with photocopying, couriers, mailing, and faxing as requested
 - completing opening and closing procedures daily
- Performs all duties and responsibilities in accordance with the Westbank First Nation policies, standards, and procedures and as directed by the Administration Supervisor
- Maintains strict confidentiality on all matters relating to the affairs of Westbank First Nation

QUALIFICATIONS:

EDUCATION/TRAINING/CERTIFICATION

- Minimum Grade 12 or equivalent
- Prefer Business Administration / Administrative Assistant student
- Must be registered in post-secondary and returning to school in fall of 2018
- Demonstrates knowledge of Word, Outlook, and Excel

EXPERIENCE

- General office experience and/or customer service experience is considered an asset
- Previous experience working with office equipment (photocopiers, postage meters, multiline switchboards etc.)

OTHER QUALIFICATIONS, KNOWLEDGE AND SKILLS

- Ability to set priorities and multi-task in a fast paced environment with frequent interruptions and changing priorities
- Demonstrates a high level of customer service
- Comfortable answering phones and dealing with the Band Membership and the public
- Knowledge of WFN Departments, programs, and services
- Strong communication skills, both oral and written
- Ability to work collaboratively in a team environment and individually as required
- Ability to exercise sound judgment, seek assistance when needed, and maintain a high level of confidentiality
- Ability to work in a cross-cultural work setting
- Outgoing, friendly, professional and positive demeanor

This is a part-time summer student position that will be 3 days or 21 hours per week. This position is a great way to gain valuable skills, cross-train in different departments, and experience all WFN has to offer. Further information can be obtained at www.wfn.ca by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#). **Please reference #17-55 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

Incomplete and/or late submissions will not be accepted

Recruitment/Training & Development Coordinator
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