



Employment Opportunity

Position: Office Assistant
Location: Dease Lake
Status: Permanent / Full-time
Closing Date: Until filled

TNDC is looking for an Office Assistant at our Dease Lake office on a regular full-time basis. The ideal candidate will provide administrative and logistical support. This position works Monday to Friday, 8:00 am to 5:00 pm with the willingness to work extended hours as approved. All TNDC positions are paid in accordance with the BC *Employment Standards Act*.

Responsibilities

Reporting to the site supervisor or designate, responsibilities include, but are not limited to:

- providing general administrative support for TNDC
- greeting clients visiting the office and directing them to the appropriate contact
- providing administrative support as a part of a team in conjunction with multiple departments
- sorting and distributing incoming / outgoing mail and correspondence
- maintaining databases and TNDC filing systems
- maintaining inventory of office supplies and ordering, including processing non-inventory purchase orders
- arranging and confirming travel arrangements
- assisting in the organization, set-up and recording of meetings
- assisting other staff and departments where necessary with overflow work, including word processing and data entry
- adhering to relevant company procedures and policies
- attending toolbox, safety, and other meetings
- performing additional duties as assigned

Qualifications and experience

- Grade 12 supplemented with courses in Office or Business Administration or a related study and/or the equivalent in training and experience; previous administrative experience is an asset
- excellent written and oral communication skills with attention to detail
- proficient in MS Office Suite (Outlook, Word, Excel, etc.); an aptitude for learning new computer systems
- proficient in using Microsoft Teams and Zoom; experience in virtual meetings is an asset
- solid keyboarding skills with the attention to detail to find and correct errors in documents
- able to take direction, follow instructions, multi-task and adapt to changing priorities
- cross-cultural awareness with an understanding and sensitivity of the challenges associated with differences in cultural and economic backgrounds
- excellent customer service focus, with an ability to work collaboratively with others and independently

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required
- valid Occupational First Aid Certification (OFA) and WHMIS Certification preferred

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltans and Tahltan associates are encouraged to apply.