



# HAISLA NATION COUNCIL

PO Box 1101, Kitamaat Village, BC, V0T 2B0 |(250) 639-9361  
Toll Free: 1-888-842-4752 | Fax: 250-632-2840 or 250-632-4794

The Haisla Nation Council has an immediate opening for the position of:  
**Community Development Administrative Assistant: (Fulltime Permanent)**

## **Duties:**

- Greeting clients and directing them to appropriate HNC Staff;
- Answer phones and/or taking messages;
- Photocopying, filling the photocopy machines, filing, faxing, ordering office supplies and any other general office duties as requested;
- Data Entry;
- Maintain filing system on Minor Projects;
- Filling out purchase orders requests/slips;
- Mass email staff: minutes from meetings, memos, messages from Manager;
- Assist Community Development Staff when needed;
- Set up staff meetings and take minutes;
- Look after booking for Community Development boardroom;
- Look after booking maintenance for fleet;
- Create flyers for delivery to Haisla Community;
- Contacting Contractors when needed;
- Contacting Vendors when needed;
- To follow the HNC employee personnel policy and manual;
- Other duties assigned by Manager or designate.

## **Qualifications:**

- Knowledge for Microsoft Office; Word, PowerPoint, Excel, Outlook, Publisher
- Great Communication and interpersonal skills
- Must be able to work alone or with others
- Must be able to multitask
- Must have Grade 12 or Dogwood Diploma
- Preferred Business Administration Certification
- Willing to provide a Police Information check.

Interested individuals should submit a cover letter and resume which must include names of three (3) references and the express permission for HNC to contact the references, to:

Stephanie McClure, Human Resources Manager

Haisla Nation Council

Haisla PO Box 1101

Kitamaat Village, BC

V0T 2B0

Fax (250) 632-2840

Email: [HNCJobs@haisla.ca](mailto:HNCJobs@haisla.ca)

**Deadline: Until the position is filled**

**Posted on: July 26, 2019**

*We thank all applicants for their interest, however, only those short-listed will be contacted.*