



# 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

Haisla Nation Council Health Department has an opening for: **Interim Administrative Assistant – (Maternity Leave approximately 12 months)**

## **Duties to include:**

- Answer phones
- Photocopying
- Faxing
- Fill printer with printing papers
- Greet guests and direct them to the proper staff member
- Mass email staff: minutes from meetings, memos, messages from Manager
- Assist Patient Travel when needed
- Assist Youth & Family Services when needed
- Assist CHR when needed
- Assist Home and Community Care when needed
- Set up staff meetings and take minutes
- Look after booking for HHC boardroom, Elders and Health Vans, and Projectors
- Look after maintenance of Blue health van
- Ordering office supplies
- Fill out purchase order requests/slips
- Filing
- Create flyers for delivery to Haisla Community
- To follow the HNC employee personnel policy and manual
- Other duties assigned by Health Manager

## **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

Interested individuals should submit a cover letter, names of three references and the express permission for KVC to contact these references, as well as your resume to:

Stephanie McClure, Human Resources Manager  
Haisla Nation Council  
Haisla PO Box 1101  
Kitamaat Village, BC V0T 2B0  
Phone (250) 639-9361 (109) Fax (250) 632-2840  
Email: HNCJobs@haisla.ca

No later than: 4 pm on Tuesday August 6, 2019

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