



Employment Opportunity

63 hours bi-weekly

Records Information Management System Coordinator/Administrative Assistant

Job Summary

The Records Information Management System (RIMS) Coordinator/Administrative Assistant effectively carries out records information management and general administrative tasks providing excellent support for the band administration department. The RIMS Coordinator/Administrative Assistant must have excellent administration and customer service skills, as well as a pro-active approach to initiating and following through with a variety of administrative projects and services.

Qualifications

Education:

- Graduation from High School Grade 12 plus Certificate in Business Information, Records Information Management, or equivalency

Skills and Abilities:

- Typing speed of 35 words per minute
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Must have strong administrative, organizational and communication skills
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Experience:

- Five years administrative, clerical or records management experience

Working Conditions

- Office environment: most services are provided immediately; the employee must be aware of the sensitivity, confidentiality and urgency of requests while balancing other work commitments
- Receives moderate supervision with less frequent direction and review of the work performed

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must have a valid BC Driver's License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Please submit your cover letter outlining how your skills and experience fit the position, wage expectation, resume and completed SXFN application to:

**ATTENTION: Band Administrator
Stswecem'c Xgat'tem First Nation
General Delivery, Dog Creek, BC
or phone: 250-440-5645**

Fax 250-4405679

Or email: bandadmin@canoecreekband.ca

APPLICATION DEADLINE: June 9, 2017 by Noon.

Application Form available at www.canoecreekband.ca or via email general@canoecreekband.ca

(We thank all those who apply, however only those selected for an interview will be contacted)