



T̂SILHQOT'IN NATIONAL GOVERNMENT

253 – 4th Avenue North • Williams Lake, BC V2G 4T4 • Phone (250) 392-3918 • Fax (250) 398-5798

Job Posting-TNG Office **Summer Student Administration Assistance**

Job Summary: The Summer Student Administration Assistant will assist the Receptionist and Finance Manager.

Some of the duties of this position include:

- Daily Office Duties, and Data Entry
- Filing, Photocopying and Faxing
- Help plan cultural events, Answer phones & taking messages

Education:

Must be enrolled in Post-Secondary full time courses for September 2017.

Skills and Abilities:

The candidate should demonstrate competence in the following:

- Proven ability to adapt to changing dynamics
- Critical Problem Solving skills and able to set goals and be accountable.
- Communication skills verbal and written
- Familiarity and Competence with Microsoft Word, Excel, Power Point and the World Wide Web
- Organizational, conflict resolution, & time management skills
- Recognizes and respects cultural diversity and has an understanding of Tsilhqot'in culture

Type of Position:

35 hours/week for 8 weeks from Tuesday July 4, 2017 – Friday August 25, 2017.

Conditions of Employment:

- Reliable transportation to and from work;
- Class 5 Driver's License would be an asset.

Application package must include the following:

- Resume, Cover Letter, and three references.

How to Apply:

Applications will be accepted by FAX: 250-398-5798, email or hand delivered.

NOTE* Applications received after 4:30 PM on Monday June 26, 2017 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to those of Aboriginal Ancestry Section 16(1) Canadian Human Rights Act.

Deadline: Resumes will be accepted until 4:30pm Monday June 26, 2017.

Attention to: Daana Gilpin Employment Coordinator
Email: employment@tsilhqotin.ca