



# huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Term Position:** Casual Administrative Support – May 10, 2019– September 30, 2019 with possible extension

**Location:** Port Alberni Government Office

**Salary:** Dependent on Experience and Education

**Authority Relationship:** Reports to the Executive and Administrative Support Manager

**Position Summary:** The Casual Administrative Support role is a fill-in role for all Executive and Administrative Support Staff leaves and to ensure efficient functioning of the administrative positions.

### **Key Accountabilities:**

- First line of Contact to Citizens and guests
- Work collaboratively with all Executive and Administrative Support Staff, to ensure quality communication between HFN Departments
- Provide efficient and effective, administrative support to Huu-ay-aht Citizens, Executive Council and Staff, using strong initiative and judgment.
- Maintain confidentiality and neutrality at all times.
- An understanding of First Nations governance structure
- Promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

### **Job Duties:**

#### Reception

- Receive incoming phone calls, answer queries and transfer calls
- Book boardrooms and vehicles as requested, emailing confirmations to appropriate person
- Maintain tidiness of boardrooms, ensure meeting spaces are set up each day, according to the boardroom booking schedule

#### Travel & Booking Clerk

Receive daily requests for travel and accommodations

- Book flights, hotels, rental cars, ferry reservations and enter into database
- Email booking confirmations to the appropriate person

#### Executive Assistant to Executive Council

- Manage the Executive Councillor's schedule, including, fielding calls, emails and organizing meetings and teleconferences; field media calls as per HFN's communications protocol, ensure travel and accommodations are booked
- Prepare meeting materials as necessary
- Draft, review and edit documents, including meeting minutes, reports and letters.
- Obtain signatures for documents as necessary
- Filing or other administrative duties for other departments as requested

**Operational Requirements:**

- Valid class 5 driver's licence.
- Some travel, including overnight and or weekends.
- Will work from time to time in our HFN Government Office in Anacle.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, reference checks, and education/credential verification.

**Education and Experience Requirements:**

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- 2+ years of experience in an administrative support role, ideally in a First Nations government environment.
- Grade 12, Administrative or related certificate preferred.
- Ability to multi-task and work well under pressure.
- Excellent computer skills including Word, Outlook, PowerPoint, Excel
- Excellent oral and written communication skills, including good spelling, punctuation and grammar.
- Superior organizational skills.
- Professional and helpful demeanor, both on the phone and in person.
- Demonstrates strong initiative and judgement.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail Attn: Human Resources Manager, 4644 Adelaide Street, Port Alberni, B.C. V9Y 6N4. Please quote Casual Administrative Support Job Posting. Closing date for this position is May 15, 2019 at 4:00pm.