



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Full-time Position: Administrative Support Worker

Location: Port Alberni Government Office

Salary: Dependent on experience and education

Authority Relationship: Reports to the Executive Coordinator & Administrative Manager

Function and Job Summary: The Administrative Support Worker is responsible for providing secretarial, clerical, and administrative support in order to ensure that Port Alberni Government Office services are provided in an effective and efficient manner with an accurate timely flow of people and information.

Key Accountabilities:

The Administrative Support Worker is accountable for:

- Providing secretarial, clerical and administrative support in order to ensure that the Government Building services are provided in an effective and efficient manner with an accurate and timely flow of people and information.
- Maintaining confidentiality and neutrality at all times.
- Promoting a performance-focused environment in alignment with the HFN's values, culture and business goals.

Job Duties:

- Operate the reception desk and receive, direct and relay telephone and fax messages.
- Greet and direct the Huu-ay-aht Citizens and the general public to the appropriate staff member.
- Perform computer data entry; prepares correspondence.
- Add postage to outgoing mail and to large mail outs-
- Ensure incoming and outgoing inter-office mail is logged and accounted for
- Distribute incoming interoffice mail to appropriate staff member.
- Develop and maintain a current and accurate filing system within general receptionist duties.
- Monitor and order office supplies.
- Coordinate meetings and travel arrangements only as requested.
- Sort and log incoming mail and distribute to appropriate staff members.
- Ensure printer is always in working order and full of paper.
- Prepare outgoing courier letters/packages.
- Receive incoming couriered letters and packages.
- Prepare and send purchase orders as directed by the supervisor.
- Load ferry cards with funds using an online system and distribute as required.
- Maintain the schedule for boardroom usage.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Ensure the boardrooms are clean and prepared for meetings, complete with coffee/tea service.
- Provide general support to other staff members when directed.
- Assist with other office administrative duties as assigned.
- Follows the Covid-19 Provincial and Worksafe BC guidelines
- All Other duties/tasks as directed by your immediate supervisor.

Operational Requirements:

- Required to work Monday to Friday, 8:30 to 4:00 pm. (With ½ hour lunch).
- Valid class 5 driver's license preferred.
- Successful background checks, including employment verification and reference checks.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- 2+ years of previous experience in an office environment in an administrative support/receptionist role.
- Strong customer service orientation.
- Strong organizational skills with attention to detail.
- Good communication skills verbal and written.
- Strong ability to work collaboratively and effectively in a teamwork environment
- Good computer skills in Word, PowerPoint, Excel, Outlook and Teams.
- Ability to multi-task in a busy environment.

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 by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Administrative Support Worker Job Posting. Closing date for this position is **May 6, 2021** at 4:00 pm.



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other