



huu ayaht

ANCIENT SPIRIT, MODERN MIND

**Full Time Position:** Administrative Support Worker

**Location:** Port Alberni Government Office

**Salary:** Starting at \$17.56 per hour

**Authority Relationship:** HR & Office Manager

**Application Requirements:** Cover Letter & Resume

**Function and Job Summary:** The Administrative Support Worker is responsible for providing secretarial, clerical, and administrative support to staff, citizens, and visitors at the Anacla Government Office. The requirements listed above must be provided in an effective and efficient manner with an accurate timely flow of people and information.

### Key Accountabilities

- Greet guests and clients at reception and ensure welcoming and comfortable atmosphere
- Hospitality includes coffee, tea, water preparation and stock inventory
- Turn on phone, check voicemail, relay messages to appropriate person
- Answer phone and direct calls to appropriate person
- Open non-confidential mail and packages (date stamp, record for tracking purposes, and distribute to appropriate person)
- Arrange for couriers & mail delivery
- Work with IT provider to address technology and computer issues
- Photocopy, scan, fax and email documents as requested by team
- File and track correspondence
- Order supplies and track inventory
- Provide team with assistance, as required
- Record meeting minutes, as requested
- Schedule and track meeting room and van
- Interoffice pick-up/drop-off daily (includes POs, cheque req's, etc.)
- Maintain confidentiality at all times
- Provide administrative support to the Social Services Implementation Task Force
- Ensure front entrance area is clean at times; clean front windows, sweep reception area and hallways, ensure soap and hand towel dispensers are refilled, wash dishes in kitchen area, ensure bathroom is tidy
- Follow all COVID19 safety and cleaning precautions
- Other duties as assigned

### Operational Requirements

- Valid Class 5 Driver's License
  - Some travel, including overnight and or weekends.
  - Willingness and ability to work overtime, including evenings and weekends
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- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification

### **Education and Experience Requirements**

- Office Administration certificate is preferred or comparable certificate
- 2+ years' experience in the field of administrative support, ideally in a First Nations environment
- Ability to use Microsoft programs such as outlook, word, excel, teams (or zoom) and power point.
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture and business goals

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 att: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Building Service Worker Job Posting. Closing date for this position is January 17, 2022, 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
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