



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350 F: 250.725.3352

Administrative Assistant - Education Department - Full-time

As our Administrative Assistant for our Education department, you will be coordinating administration tasks and duties for the Youth department, Daycare, Language department, K-grade 12, and post-secondary. This position reports to the Education Manager.

Duties and Responsibilities

- Administrative support: organize travel arrangements and complete forms to finance, organize and collect all timesheets to prepare for submission, ordering supplies and equipment, booking accommodations, meeting space and organize catering.
- Develop a supply and equipment inventory process and monitor.
- Create, monitor, and maintain a file management system.
- General tidying and organization of office areas and staff areas
- Create a calendar for Education department; for parents to fill in monthly (daycare), staff weekly and monthly schedules.
- Create and maintain a student data base of current students.
- Financial; Scheduling billing information to Finance. Ensure all paperwork is prepared for the Manager to submit to Childcare Operating funding. Prepare financial reports for departmental funding as requested.
- Communications, will be responsible to coordinate monthly communication for Newsletters or bulletins, creating promotion and marketing of programs and services for department. Answering phones, navigating callers to the appropriate staff, and information callers require.
- Work with the team to organize events, programs, or services for members, will be responsible for promotions and marketing.
- Create and maintain forms related to programs and services.

Qualifications

- Education: High School Diploma
- Experience: 1-2 years of related experience in office environment
- Knowledge of Microsoft Office software suite, and Canva
- Ability to build positive relationships with high level of interpersonal skills
- Ability to prioritize tasks according to importance in a fast-paced environment
- Ability to handle conflict with sound judgement
- Multi-tasking capability without compromising on quality
- Must be proficient in handling office equipment including complex multiple lined telephones, printers, photocopy machines, etc.
- Finance reporting and monitoring experience
- Strong written and verbal communication skills
- Provide a criminal records check

Position Posted Until Filled

Submit your resume with covering letter that demonstrates how qualifications are met. To the attention of:

Human Resources & Administration Manager

Email: jobs@tla-o-qui-aht.org Fax: 250.725.3352

Or drop at the office in a sealed envelope at #1119 Pacific Rim Highway Tofino