



Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

P: 250.725.3350 F: 250.725.3352

Human Resource Administrative Assistant

Job Title:	Human Resource Administrative Assistant	Job Category:	Full time, permanent
Department/Group:	Administration Office	Department #:	100
Location:	Tofino, BC	Rate of pay:	\$22-\$26/hour
Reports To:	Human Resource & Administrative Manager	Position Type:	Hourly

Position Summary:

The Human Resource Administrative Assistant provides a broad range of administrative services required to support the Human Resource Department.

Culture Commitment

The Human Resource Administrative Assistant upholds the culture of the Tla-o-qui-aht First Nations by providing quality services on behalf of the Nation, in a manner that is transparent, honest, and respectful. These services strengthen the Nation's capabilities of providing and improving the quality of life for all.

Duties and Responsibilities:

- Provide full administrative support to the Human Resource & Administrative Manager as required;
- Manage daily calendars including scheduling of meetings, appointments and booking all travel arrangements;
- Assists in preparing documents and presentations which are highly confidential in nature;
- Compile, design, review and coordinate various materials for PowerPoint presentations;
- Conduct research and summarize data independently and communicate findings;
- Track / follow through request / paperwork (eg. dept vacation planner, supplies, preparation, and submission of expense reports), and correspondence / emails;
- Maintain an organized filing system for easy retrieval of files;
- Process Manager Self-Serve forms (eg. new hire set-ups, internal transfers, terminations, ordering computers and telephone equipment);
- Coordinate the team's weekly huddles and leadership team meetings and ensure that department anchors and priorities are reflected accurately and updated in real time;
- Follow up and act as a liaison with various individuals both internally and externally, at all levels of the organization and for various tasks, including, but not limited to, follow up on training and policy sign-off completion to a large partner group;
- Use professional judgment to screen, prioritize and determine actions for incoming calls and inquiries;
- Coordinate the departmental SharePoint site(s) and ensure that the content is organized, and kept up to date;

- Support the department by being the lead contact for inquiries and assuming responsibility for various projects, team initiatives and serving on committees as required;
- Assist with coordinating special events, meetings, community meetings, trainings;
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Qualifications:

Education, and Experience

- Administrative assistant certificate or equivalent
- 1-year experience in an administration or office environment

Knowledge, skills, abilities, and attributes

- MS Office (including Word, Excel, PowerPoint, Outlook), Internet web browsers, Adobe Acrobat
- Attention to detail, forward thinking
- Solid verbal and written communication skills, good typing skills
- Interpersonal skills
- Ability to multi-task in a deadline driven environment • Initiative, strong judgment and problem-solving abilities
- Ability to work independently and while supporting socially a socially sensitive and collaborative team environment
- Strong organizational skills, time management, establish priorities
- Complete understanding of confidentiality and non-disclosure
- Professional conduct, sound judgement, tactful and respectful, diplomacy

Additional assets

- Preference for a qualified Aboriginal candidate
- Post-secondary studies in business or administration disciplines

Working Environment:

- Works in an office setting, primarily in a stationary position for the majority of the day.
- Uses computer and telephone throughout day.
- Must able to remain stationary for prolonged periods of time.

Other requirements

- Valid Class 5 drivers license with reliable vehicle as travel will be necessary at times.
- Successful Criminal Record Check
- References

Applications will be accepted until Aug 2, 2024.

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Lis Kingsley, Human Resources Manager

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

or drop at the office in a sealed envelope at #1119 Pacific Rim Highway, Tofino.

Only successful applicants granted an interview will be contacted.