



## Office Manager Employment Opportunity

The Ditidaht First Nation, located on south western Vancouver Island, on Nitinat Lake, is pleased to invite qualified applicants to apply to the permanent, full time position of **Office Manager**.

This position is a member of the management team and reports to the Administrator. The incumbent ensures that the Ditidaht First Nation office operates smoothly and efficiently and provides a high level of administrative and communication support including implementing and reporting on action items and handling administrative tasks which will ensure the Nation business is carried out in an effective and efficient manner.

The **Office Manager** will work out of the Administration office.

The **Office Manager** maintains strict confidentiality in performing their duties and demonstrates the following personal attributes: Integrity, Respect and Unity, Trust, Honesty, Compassion, and Accountability.

We are located in an amazing pristine area on the west coast of Vancouver Island that boasts world class fishing as well as hiking opportunities on the iconic West Coast Trail. Nitinat Lake has some of the most consistent winds in the world that support exhilarating windsurfing and kiteboarding.

A competitive salary and benefit package is offered.

We invite you to email your resume and cover letter (including salary expectations) to Eva Wilson, Administrator at [ewilson@ditidaht.ca](mailto:ewilson@ditidaht.ca) no later than 4:00PM on Thursday, October 28, 2021.

Preference will be given to persons of Aboriginal ancestry.

For information about the Ditidaht First Nation please go to [www.nitinaht.com](http://www.nitinaht.com) and for further information about this position please contact Eva Wilson at 250-745-3333

### Education and Experience

- Grade 12 graduation (Dogwood or BC Adult Graduation Diploma);
- Business Administration certificate or diploma or equivalent an asset;
- Minimum 3 years' experience functioning in an office management capacity, or
- An equivalent combination of education and experience;
- Experience creating moderately complex documents including written reports and spreadsheet using MS Office applications;
- Experience developing and initiating office procedures;
- Minimum of 1 year experience managing, directing and leading employees; and liaising with various regulatory agencies;
- Experience developing and preparing a variety of written reports, presentations and other documentation in accordance with the Administrator, Council directives or regulatory guidelines;
- Clear, current criminal record check;
- Valid class 5 BC driver's license and reliable vehicle is required.

We welcome you to visit our website to learn more about our people, history, culture, and development.

*The **Office Manager** is considered a position of trust; therefore, a Criminal Record check will be conducted on the proposed employee.*

**Thank you for your interest in this position, only those short listed will be contacted further.**