



EMPLOYMENT OPPORTUNITY

Office Assistant (Term Position) Fisheries Department

DEADLINE: March 31, 2017 AT 12:00 P.M.

Lake Babine Nation requires an Office Assistant for the Fisheries Department. The Office Assistant will be responsible for a wide variety of administrative duties in support of the Fisheries Director.

The Office Assistant will have receptionist duties in addition to more complex functions and services, such as arranging travel plans and scheduling appointments concerning the processes and procedures of the Fisheries department.

He/she will be expected to assist the department with any administrative duties such as duties & tasks relating to Finance (invoicing, project tracking, etc.) and Assets Management. The Office Assistant will also be responsible for drafting sensitive correspondence sent by the Fisheries department.

QUALIFICATIONS:

- An acceptable combination of education and progressively responsible experience.
- Two (2) years of direct work experience in an Administrative Assistant capacity.
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision.
- Resourcefulness and flexibility.
- Class 5 Driver's License, Reliable vehicle, an asset
- Willing to travel to Tachet, Smithers, Ft. Babine

Qualified applicants will need to send a cover letter & resume to:

Beatrice MacDonald, Human Resources
LAKE BABINE NATION
225 Sus Avenue, P.O. Box 879, Burns Lake, B.C., V0J 1E0
beatrice.macdonald@lakebabine.com

Successful candidates of the screening process will be contacted.