



## JOB POSTING

**DEPARTMENT:** Administration  
**SUPERVISOR:** Band Administrator  
**POSITION/TITLE:** Assistant to the Administrator  
**TERM:** Full-time (25 - 35 hours/week)

SimpCW First Nation (SimpCW) is a progressive organization with their main office located in Chu Chua near Barriere, BC and less than one-hour drive from Kamloops, BC. SimpCW offers competitive remuneration packages to their full-time employees and has a friendly, positive work environment with great career advancement opportunities. The Executive/Administration Division is responsible for the overall management of the operating, capital and financial affairs of the SimpCW First Nation and for the direct management of the day-to-day operating, delivery and administration.

### **Nature & Scope of Work:**

The incumbent works independently but takes direction from and reports directly to the Administrator, with regards to the tasks and activities that are required to maintain the responsibilities of the position. The Assistant Administrator will aid the administrator in the overall management and development of the organization through the effective management of personnel. The Administrator shall provide direction, supervision and coordination for the overall operation of administration for the organization. This position requires the full understanding and active participation in fulfilling the mission of the organization. It is expected that the employee demonstrates behaviour consistent with the core values and support our strategic plan.

### **Qualifications:**

- High School Diploma, G.E.D. or equivalent
- Bachelor's Degree in business administration
- Minimum of 1 year's experience

### **Knowledge and abilities:**

- Demonstrates competence in leadership, communication, professionalism, organizational and analytical skills, and technical/professional skills and knowledge in performance of duties and responsibilities.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Experience and ability building and maintaining cooperative and productive relationships and effectively liaising with internal and external stakeholders.
- Excellent interpersonal and communication skills, demonstrated through the ability to facilitate, network, lead, research, negotiate, analyze and resolve issues.
- Experience and ability to prepare and draft a variety of documents including: briefing notes and recommendations to Chief and Council, policy or guidelines, ministerial correspondence, reports, and presentation materials.
- Ability to remain calm and poised in urgent situations.
- Planning (strategic and short-term) and organizing.
- Skill in exercising initiative, judgment, problem solving and decision-making.
- Skill in analysis, development of comprehensive reports and interpretation of complex data.
- Ability to set priorities and avoid crises management.
- Experience with fiscal management and human resource management techniques.
- Demonstrated competence related to the application of our core values
- Comply with all facets of Health & Safety
- Strong working knowledge of governmental regulations and compliance requirements.
- Computer systems and applications.
- Respects the beliefs, culture and ethnic heritage of others
- Adheres to organization's security and confidentiality policies
- Must have a valid BC Driver's license and successfully pass a Criminal Record Check.
- Expertise in establishing project priorities and ability to meet deadlines.
- Self-motivated and strong ability to take initiative.

**Hours of Work:** Normal day shift – 7 hours; Monday to Friday.

**Deadline for Applications:** January 31, 2020

Submit a cover letter and resume that demonstrates your qualifications and experience via email to:

**Janice Philip, Executive Assistant** [Janice.philip@simpCW.com](mailto:Janice.philip@simpCW.com)

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of SimpCW or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.