



HAIDA CHILD & FAMILY SERVICES SOCIETY



EMPLOYMENT OPPORTUNITY:

Internal Posting: ADMINISTRATIVE ASSISTANT

LOCATION: Old Massett Office

WAGE: Grid 10 As per Aboriginal Services Collective Agreement. Starting wage \$16.33 per hour @ 28 hours per week.

POSITION SUMMARY:

The Administrative Assistant effectively carries out administrative and support functions providing staff, clients and partners with effective, professional, and timely assistance and solutions to their administrative requirements. Must have excellent professional office administration, organizational and customer service skills. Reports to the Executive Director's for consultation and direction.

QUALIFICATIONS AND EXPERIENCE:

- Grade 12 Diploma, GED
- Certificate in Office Administration & Technology (formerly Applied Business Technology) or Administrative Assistant Program
- Satisfactory Criminal Record Check according to the Criminal Record Review Act, Ministry of Public Safety and the Solicitor General
- Computer skills including the ability to use spreadsheet and word processing programs proficiently are essential
- Class 5 Drivers license
- A minimum of three (3) years experience

This position is open to male and female applicants.

All candidates must possess their own vehicle which must be suitable to transport clients on occasion on Haida Gwaii. All applicants must demonstrate flexibility and leadership abilities with an awareness of the Haida Culture and family needs.

- Must complete a Solicitor General criminal records check
- This position is open to male and female applicants.

Please submit:

Resume with Cover Letter to:

Opening: Immediate

Closing date: When position is filled

HCFSS website link: <http://www.hcfss.bc.ca/>

Hand submit, email or Fax Resumes' to:

Attention:

or

E-mail: Karen.Wainwright@hcfss.bc.ca

Haida Child & Family Services Society

Box 86 - 247 Eagle Road

Old Massett, B.C.

Cell: 250-626-7376