



# Shuswap Nation Tribal Council

## RiverFresh Office Assistant- Full Time

### Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for a dynamic individual to fill the position of Office Assistant to carry out and assist with the office operations of RiverFresh. The position will be permanent full time. Candidates must be willing and able to travel, including overnight on occasion;

#### Relevant Knowledge and Abilities

- Handling cash and making bank deposits;
- Maintain accounts payable filing system, together with accounting report files
- Issue and maintain records of purchase order books within the organization
- Review and research vendor statements to confirm outstanding invoices
- Provide backup and support in accounts payable cheque processing
- Generate accounts receivable invoices and monitor payment receipts
- Assist in the preparation of daily cash reports
- Month End reports
- Coordinating travel arrangements for RiverFresh staff (itineraries, airfare, accommodations, car rentals, etc.);
- Maintaining and ordering office supplies;
- Filing meeting notes, correspondence, contracts, invoices, etc

#### Requirements and Qualifications:

- Completion of grade 12 and a recognized secretarial program or equivalent skills gained through relevant job experience;
- Demonstrated competence in secretarial and administrative duties including an intermediate level of computer literacy;
- Must be professional, highly motivated, have excellent organizational skills and a positive attitude;
- Must be detail oriented and complete work with a high level of accuracy;
- Excellent communication skills and the ability to establish strong interpersonal relationships;
- Must have at least one year of proven customer service and sales experience;
- Must be able to perform repetitive tasks and work that may be physically challenging such as lifting 50 lbs;
- Availability to work various shifts, including weekends and holidays on a continuous basis;
- Must have valid Driver's License and reliable transportation to work.
- Must be comfortable driving a large reefer van.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to the Aboriginal Employment Preferences Policy within the Canadian Human Rights Act, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing **RiverFresh** in the email subject line, by email to [rfdirector@shuswapnation.org](mailto:rfdirector@shuswapnation.org) by **Aug 30, 2018 noon**

The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.