



Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.syilx.org

EMPLOYMENT OPPORTUNITY – Natural Resources Administrative Assistant.

The Okanagan Nation Alliance (ONA) is the Tribal Council for Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA wishes to employ an enthusiastic and self-motivated Natural Resources Assistant. The position reports to the Natural Resources Manager and will provide administrative support related to the mandate of the department. The job holder will be required to work collegially with all members of the Natural Resources department and ONA departments.

Key Duties and Responsibilities:

- Assists the Natural Resources Operations Biologist with arranging team meetings, anticipates the administrative needs of the team, disperses communication tools/materials, referral packages, collects data that includes statistics for reporting purposes.
- Provides administrative assistance to the Natural Resources Department.
- Builds, inputs and maintains a Natural Resources department databanks.
- Develops and implements administrative procedures to ensure professional standards for administrative tasks.
- Coordinates Natural Resources Department meetings and ensures minutes and action items are saved and circulated.
- Takes inventory and monitors the Natural Resources department resource centre.
- Works collectively with, and assists other ONA Admin Assistants in the delivery of ONA wide administrative, policy and quality assurance initiatives.

Qualifications:

- Completion of grade 12 with a minimum of 3 relevant experience.
- A Business administration diploma is preferred.

Knowledge, Skills and Abilities:

- Aboriginal ancestry preferred.

- Experience and aptitude for creating and maintaining record systems, data input, building and maintenance of data banks.
- Excellent command of Microsoft Office suite with excellent written and oral communication skills.
- Must have a valid driver's license and reliable transportation.
- Ability to work independently as well as in team fashion.
- Willingness to work flexible work hours including evenings and weekend.
- **Hours:** Full Time, 37.5 hours per week

Application Procedures: Please send a current resume and covering letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

Email: dleroux@syilx.org Fax: (250) 707-0166

COMPETITION OPEN UNTIL A SUITABLE CANDIDATE IS IDENTIFIED.

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted