**Job Posting: Administrative Assistant/Membership Clerk**

The Administrative Assistant will be required to perform an array of administrative duties including secretarial and receptionist duties.  Additional responsibilities include taking minutes during meetings and scheduling appointments. The Administrative Assistant is also accountable for drafting, reviewing and processing time-sensitive correspondence sent by the manager.  Other duties, relevant to the position, shall be assigned as required.

The Membership Clerk is responsible for ensuring that an accurate list of members of the Nation is continuously maintained and is to ensure that membership data is updated and shared on a timely basis with those entitled to the data. The membership clerk processes transfer requests in a timely manner.

 You will work under the direction of the Band Manager. You will:

  Answer phones (6-line system)

  Receive incoming faxes

  Pick up mail & process

  Record Band Meeting Minutes

  For a more detailed job description contact the band manager

  The terms of employment

  Start date: week of September 8, 2014

  Work week will be 40 hours

Personal Suitability

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| --- | --- |
| Accountability and Dependability | Strong work ethic |
| Customer Focus | Operating Equipment, computer skills |
| Courteous telephone manner | Wellness Plan |
| Time Management | Problem Solving, Communication |
| Planning and Organizing | Decision Making and Judgement |

To apply: Drop off, mail, email or fax a resume and cover letter to Ehattesaht Tribe Attn: Band Manager. Ehattesaht Chinehkint Box 59 Zeballos, BC V0P 2A0  fax: 250-761-4156 [ehattesaht.office@ehatis.ca](mailto:ehattesaht.office@ehatis.ca) Only those shortlisted will be contacted for an interview.

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**CLOSING DATE Friday September 5, 2014**