



Yucwmenlúcwu (Caretakers of the Land) LLP

Job Title: Administrative Assistant

Company: Yucwmenlúcwu (Caretakers of the Land) LLP

Reports to: Environment Manager

Effective Date: May 7, 2018

Deadline for Applications: April 30, 2018

Job Description:

Yucwmenlúcwu (Caretakers of the Land) LLP is seeking an administrative assistant for a full-time position based in Enderby, BC. We are a growing natural and cultural resource management company under the Splatsin Development Corporation. Our approach is focused on the protection and conservation of resources and their connection to Secwepemc people, culture, and traditions. Yucwmenlúcwu provides technical support to the Splatsin community and professional forestry, environmental, and archaeology services to our many clients and partners.

We are seeking a highly skilled administrative assistant who wishes to develop their career with our diverse team. This position is diverse and will involve administrative and executive assistance duties, as well as a lead role on our Occupational Health and Safety Committee. We offer a competitive wage, flexible work schedule, and positive work-life balance. The expected start date for this position is May 7, 2018; however, we are open to discussing this further with the right candidate.

Duties and Responsibilities:

Administrative Assistance

- Greet and provide general support to visitors;
- Answer and direct phone calls;
- Produce and distribute letters, memos, and forms;
- Convey critical information to staff;
- Organize and book travel arrangements;
- Distribute and file Company mail and documents;
- Maintain office supplies and equipment;
- Maintain a neat and orderly office space;
- Assist with the posting of Company job positions;
- Collect and distribute job postings to hiring teams;

Executive Assistance

- Organize and schedule meetings and appointments;
- Prepare and distribute meeting packages, agendas, and minutes;
- Organize and coordinate events and functions;

- Track field crew schedules and locations;
- Organize staff meetings and prepare agendas;
- Document and track Company and staff action items;
- Coordinate and manage information on the Company website;
- Provide Company updates for the Splatsin newsletter;
- Assist Management with Company operations as needed;

***Health and Safety Program Responsibilities:**

- Manage all aspects of the Company health and safety program;
- Ensure Company safety policies and procedures are up to date;
- Ensure Company safety registrations is current;
- Coordinate all Company safety registrations and forms;
- Provide guidance and support on safety policies and procedures;
- Organize monthly safety meetings and develop agendas;
- Track compliance with Company safety policies and procedures;
- Conduct regular audits of safety plans and Company work;
- Develop, track, and implement actions items from safety meetings;
- Organize and file Company related safety documentation;

Minimum Requirements and Qualifications:

- Ability to work in a fast paced, deadline oriented environment
- Excellent organization, tracking, and prioritization skills
- Strong aptitude for technical writing and document preparation
- Demonstrated experience with Microsoft Word, Excel, Power Point, and Outlook
- Excellent interpersonal and communication skills
- Ability to work effectively and efficiently with a diverse team
- Ability to work outside normal working hours as needed
- Strict discretion and respect for confidentiality
- Valid driver's license and clean driver's abstract

Preferred Skills and Attributes:

- Previous experience working with a First Nation organization
- ***Experience with Company Health and Safety Programs is preferred (Previous experience is an asset; however, training will be provided to the right candidate)**
- Positive, diplomatic, and understanding personality
- Previous experience with events planning and coordination

If you are interested in this position, please submit your resume and cover letter to careers@splatsindc.ca with the following subject line – Yucwmenlúcwu Administrative Assistant Job Application, or, in-person to Dawn Maslow. The deadline for applications is April 30, 2018. Short listed candidates will be contacted via phone to answer a few screening questions, then scheduled for an in-person interview in Enderby, BC. We will be requesting 3 references and a writing sample as part of the interview process.