



JOB POSTING

OFFICE ADMINISTRATIVE ASSISTANT

The First Peoples' Cultural Council is a First Nations-run Crown corporation mandated to support Indigenous language, arts and culture revitalization in British Columbia. We are looking for an energetic and detail-oriented Office Administrative Assistant to join our team in supporting the success of language revitalization programs in First Nation communities in BC. This position is based out of the FPCC office in Brentwood Bay. Travel to events or conferences may be required on an infrequent basis.

Summary

Under the supervision of the Office Manager, performs office administrative duties in support of office staff, and to ensure organizational effectiveness, including reception, word processing and office administration. The Administrative Assistant runs FPCC's front desk and is FPCC's initial public face to those who phone in or visit our main office.

Responsibilities:

- Exercises tact and cultural competency when dealing with community stakeholders, funders and other external contacts
- Welcomes visitors, in person or on the telephone, and directs inquiries to appropriate staff
- Oversees visitor entry to help maintain office security
- Prepares and modifies documents including correspondence, reports, drafts and memos
- Provides general technical and clerical support to staff including using Microsoft office suite and printer functions
- Retrieves, opens, logs and distributes all office mail
- Retrieves voice messages from the general voice mail and directs them to the appropriate individual
- Manages the general e-mail account and responds to emails or distributes them to the appropriate individuals
- Maintains accurate mailing lists, updating as required and reviewing for accuracy semi-annually
- Performs data entry and scans documents
- Maintains electronic and hard copy filing system
- Assists with coordinating travel arrangements
- Monitors supplies, such as stationery, coffee and tea, and orders office supplies and swag from suppliers as required
- Assists in the maintenance of office facilities, equipment (photocopier, screens, collaboration tools), telephone and alarm systems
- Assists in coordinating office meetings and schedules to ensure smooth office operations
- Assists in making travel and meeting or conference call arrangements for staff and FPCC board members
- Assists in organizing events, such as annual general meetings and other meetings; oversees the desk at events as required



- Assists the preparation of meeting and/or workshop materials as directed
- Provides administrative assistance to support department mail-outs
- Manages the janitorial schedule and monitor supplies, ordering as required
- Runs company errands
- Performs other related duties as required

Education & Training

Grade 12 supplemented by two years of post-secondary training in a business, office management or secretarial field, or an acceptable combination of equivalent education, training or experience in related fields. Ideally at least 2 years' experience in a similar office administration role.

Skills and Abilities

Must possess demonstrated ability as outlined below:

- Knowledge of office administration
- Strong customer service and interpersonal skills
- Excellent verbal, listening and written communication skills
- Excellent social intelligence and problem-solving skills
- Ability to build relationships with team and community members
- Pleasant persona and telephone manner
- Comfortable using technology for time management tools, online meeting organization, databases, and other tracking and organization tools
- Knowledge of and experience working with, BC First Nations and Indigenous communities
- Excellent team player
- Ability to keep strict confidentiality
- Good organizational, time management, and record keeping skills
- Demonstrated attention to detail; ability to maintain accurate information
- Knowledgeable in operating office technology and equipment, including computers, telephones and collaboration tools, and conducting basic troubleshooting as needed
- Dependable; follows through on commitments
- Ability to keep track of multiple responsibilities in a fast-paced and fluid environment
- Adept with the MS Office Suite including Word, Excel, Power Point and Outlook

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter, by **May 15, 2019, to:**

PeopleLink Consulting Inc.

Email: resume@peoplelinkconsulting.com

Submissions from applicants with Indigenous ancestry are strongly encouraged to apply. Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality.