



OKIB Management Services LP

Job Title: Administrative Clerk

Aligned with sqilx'w cultural values, the Okanagan Indian Band Group of Companies actively engages with the broader economic community, creating opportunities and forging relationships that ensure an abundant future for the People to Be – the forthcoming generations

The Administrative Clerk will provide clerical and administrative support to the Group of Companies organization, including the CEO and senior staff. Such support will entail secretarial, clerical, scheduling, and administrative duties to provide services in an effective and efficient manner.

You are highly organized, experienced in working with confidential information, and have previously worked in an administrative support role.

You can expect a supportive work environment, a total compensation package that includes a competitive wage, extended health and dental benefits, and a pension plan!

Start date: August 2024

Term: Permanent Position

Application deadline: August 14, 2024

Please send a resume, cover letter, and references to:

Email: info@okibgc.ca

Mail: 12420 Westside Road, Vernon, BC V1H 2A4
ATTN: Group of Companies

Fax: 1-877-849-9876

In-person: 3107 29th Avenue, Vernon, BC (if you have accessibility needs contact Tetku Marchand at 250-540-1872)

A **Criminal Record Check** and **References** are required

ONLY APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED



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REPORTING STRUCTURE

Reports to the OKIB Management Services LP Manager

DUTIES AND RESPONSIBILITIES

Duties will vary and may include:

General Administration:

- First point of contact – manage email and greet visitors
- Maintain electronic filing system to ensure accurate access to projects and documents
- Compose and prepare correspondence as needed
- Assist in the planning, communication, and preparation of meetings and conferences including preparation of meeting agendas and kits, facility rental bookings, travel arrangements, and conference calls
- Research and disseminate data to be used in briefing notes, reports, promotional materials and projects
- Maintain and update reports and plans as required
- Prepare spreadsheets and presentations
- Schedule appointments and meetings
- Attend various meetings, record minutes
- Ensure office is kept clean, tidy, and organized
- Maintain office supply
- Coordinate with service and maintenance providers
- Other duties as appropriate and assigned

Other:

- All persons employed by OKIB Management Services LP may be required to assist in providing emergency services. Duties assigned during an emergency may differ from regular duties
- Participate in community events as requested



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QUALIFICATIONS

Education and Experience

- Grade 12
- Valid Class 5 drivers' licence and access to a reliable vehicle
- Proficient in Microsoft 365
- Prior employment in an office setting an asset

Competencies (KSAs & Desired Attributes)

- Passion for Indigenous Business & Economic Development
- Experience working with Indigenous communities
- Experience managing confidential information
- Effective interpersonal skills
- Excellent organizational skills
- Ability to work unsupervised as necessary and as part of a team
- Effective verbal and written communication
- Strong time management skills
- Value and possess cultural awareness and sensitivity
- Curious with a desire to learn and grow within the organization

DIRECT REPORTS

None

CLASSIFICATION/PAY SCALE

\$22.18-\$26.50/hr

We value diversity in our organization and welcome applicants from all backgrounds

Preferential consideration may be extended to qualified OKIB Members and Indigenous applicants
