



## BINCHE WHUT'EN

### Employment Opportunity – Administrative Support Worker

Binche Whut'en is currently seeking an Administrative Support Worker for its new Family Development program. Reporting directly to the Chief Executive Officer or their designate, this position will help with the overall management of the Family Development program's, day-to-day operations, service delivery, and administration tasks.

#### The duties include:

- Performs reception duties including, handling incoming calls and other communications
- Managing confidential filing system
- Data management: creating, maintaining, and entering information into databases
- Liaises with clients and colleagues on various tasks to gather information
- Helps organize and maintain office common areas
- Performs general office clerk duties and associated errands
- Organizing travel by booking accommodation, meals as required
- Responds to inquiries about services offered
- Coordinating events as necessary including A/V requirements
- Maintains supply inventory and office equipment as needed
- Monitors expenses and invoices for discrepancies and errors
- Efficiently coordinates tasks, processes data, prepares reports and organizes information accurately in a timely manner
- Maintains the first aid kits in the office and vehicle
- Manages vehicle maintenance and reservation log
- Other related duties as necessary.

#### Qualifications:

- High school graduation and post-secondary diploma
- Experience as an office assistant
- Child Welfare administrative experience preferred
- Must have a valid Social Insurance Number
- Must have or be willing to submit a current criminal record check
- Valid class 4 driver's license & drivers' abstract

#### Knowledge and Abilities:

- Knowledge of the Dakelh culture and traditions, and protocols
- Excellent verbal, written, interpersonal communication and problem-solving skills
- Must demonstrate tact, patience, and respect for youth, staff, and community members
- Demonstrate the ability to work under pressure in a busy work environment
- Maintain ethics and client confidentiality
- Proficient in Microsoft Outlook, Word, PowerPoint and Excel
- Good time management skills
- Work both independently and collaboratively building effective interpersonal relationships
- Ability to work independently with minimal supervision

**Wage:** \$23.00-\$26.00/hour with benefits package

**Application deadline: 4pm, February 20, 2024.** Any application received after that time will not be considered. Only those selected for interviews will be contacted.

**Send cover letter and resume with one reference to: Binche Whut'en**

c/o Dave Birdi  
P.O. Box 2039  
Fort St. James, BC V0J 1P0  
Phone: 250-648-3232  
Fax: 250-648-3636  
Email: [ceo@binche.ca](mailto:ceo@binche.ca)

*Preference will be given to qualified applicants of Aboriginal ancestry per Canada's Human Rights Act and legislative surrounding Employment Equity.*