

Employment Opportunity



S.A.Y. Lands Office

Position Title: *Executive Assistant to the Property Manager*
Position Location: *Chilliwack, BC*
Salary: *\$22 - \$25.00 per hour to commensurate with experience*
Status: *Full-time, permanent (35 hours per week)*

Position Overview

Responsibilities and Duties:

- Maintaining electronic and paper filing systems
- Photocopying, taking and directing phone calls
- Assembling a variety of reports
- Managing calendars and scheduling appointments
- Drafting and coordinating schedules
- Processing and logging work requests
- Creating and sharing department communications to community, tenants and staff as applicable
- Creating and sharing educational material for community, tenants and staff
- Assisting with rent collection, which may include processing invoices and receiving and processing payments
- Acting as backup for building access programming
- Providing other administrative support as required in support of the Property Manager
- Interacting with community members

Knowledge, Skills, and Abilities

- Experience working with First Nation communities in a similar capacity
- The ability to work independently with minimal supervision and collaboratively within a team
- Enhanced oral and written skills with strong attention to detail
- Exceptional interpersonal and communication skills
- Ability to work independently and as part of a team
- Good organizational skills and initiative
- Strong experience and knowledge of office administration
- Ability to exercise and model a high degree of professionalism and confidentiality
- Foundational knowledge of MS Word, Excel, PowerPoint, Outlook, and design software, such as Publisher or Canva
- Demonstrated problem-solving skills and initiative
- Ability to contribute to the development of a professional and collaborative working environment
- Proven problem-solving skills
- Good time management skills and ability to meet deadlines

Training, Education, Certification, and Experience

- Minimum two (2) years of experience in an administrative role, within a First Nation community is preferred
- Post-Secondary education in business, governance or a similar field is an asset
- Satisfactory Criminal Record and Vulnerable Sector Check
- Valid B.C. Class 5 Driver's license

Working Conditions:

- Working in a shared office space
- Multi-tasking and deadlines can be expected
- Engaging with SAY members and citizens
- Interacting with outside contractors, and the general public
- Because we work with a variety of stakeholders and communities, we require that all employees be vaccinated.

Terms of Employment:

- Employee signs a standard form contract of employment.
- To ensure the health and safety of all employees and members of the community we have adopted a mandatory vaccination policy.
- Term of employment is temporary, Full Time (35hrs/week)

- Hourly wage of \$22 - \$25.00 per hour, payable biweekly and not in advance.
 - If no exemption applies, deductions will be made at source according to law.
 - If applicable, employer contributions will be made at prescribed rates to CPP, EI, WCB and vacation pay.
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While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Preference may be given to candidates of Indigenous ancestry s16(1) CHRA and have knowledge of local First Nations traditional customs and practices.

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to manager@skowkalefn.com.