



## **NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!**

### **Administrative Assistant Permanent Full-time (35 hrs/week) – Prince George, British Columbia**

Nezul Be Hunuyeh is a Delegated Aboriginal Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. We recognize that Nezul Be Hunuyeh head office is located on the shores of Nak'al Bun (Stuart Lake) on the Nak'azdli Territorial lands of the Dakelh peoples. Our Agency offers inclusivity, opportunities for growth, and opportunities for Cultural learning.

We are offering an opportunity to become part of the Nezul Be Hunuyeh Team. Under the supervision of the Administration Manager, the Administrative Assistant in Prince George will provide administrative support to the Administration Department and Nezul Be Hunuyeh Child & Family Services.

#### **Key Areas of Responsibility**

- Assist with administrative, secretarial, and financial duties as required
- Assist with organization of office operations and procedures as required
- Coordinate with IT department and manage relationships with vendors and service providers
- Maintain electronic and physical file management functions as per NBHCFSS and Government policies and procedures.
- Assist with development and dissemination of procedures
- Assist in the development and delivery of various training
- Maintain office security and demonstrate a high level of confidentiality.
- Maintain documentation reflecting daily activities, work plan and reporting requirements.

#### **Successful Applicant Skills:**

- Administration Diploma or Certificate; Grade 12 plus relevant recent experience will be considered
- Motivated with a high degree of organizational skills and attention to detail
- Analytical problem solving and the ability to be flexible and work on various tasks throughout the day
- Ability to work under pressure in a busy office environment.
- Demonstrate excellent communication and customer service skills both internally and externally, individually and within a team.
- Detail orientated, organized, follow direction, prioritize, and demonstrate professional initiative
- Excellent knowledge of computer systems and software.
- Experience with MCFD Ministry Information System (MIS), Integrated Case Management (ICM) System, and Best Practice (BP) is an asset
- Knowledge of the Carrier culture and history is an asset

Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver's License.

Indigenous Ancestry is an asset

Please submit resume and cover letter to:

NEZUL BE HUNUYEH CHILD & FAMILY SERVICES  
PO BOX 1180  
700 STUART DRIVE WEST  
FORT ST. JAMES, BC V0J 1P0  
TEL: 250.996.6806  
FAX: 250.996.6977  
EMAIL: [HIRING@NBH.CA](mailto:HIRING@NBH.CA)

**CLOSING DATE: FEBRUARY 27, 2023 AT 4:00PM**