



NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!

Administrative Assistant Prince George, BC

Nezul Be Hunuyeh is an Indigenous Child & Family Service Agency serving the communities of Nak'azdli Whut'en, Binche Whut'en, and Tl'azt'en Nation. Reporting directly to the Manager of Administration, the Administrative Assistant will play a pivotal role in providing administrative support to Nezul Be Hunuyeh Child & Family Services. Your dedication to this role will contribute significantly to providing services to the communities served. This is a fulltime permanent position with 35hrs per week, 5 days per week. A full job description is available upon request.

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 & 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.
- ✚ Participate in Nezul Be Hunuyeh staff meetings, events and activities as directed.

Preferred Qualifications:

- ✚ Administration Diploma or Certificate; Grade 12 plus relevant recent experience will be considered
- ✚ Motivated with a high degree of organizational skills, time-management, 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 both independently and collaboratively
- ✚ Demonstrate excellent communication and customer service skills both internally and externally, individually and within a team.
- ✚ 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 Dakelh culture, Dakelh history, and the communities served by Nezul Be Hunuyeh
- ✚ Valid Class 5 Driver's License; driving may be required

Competitive Compensation and Benefits Package (\$27.48 to \$30.96 hourly)

Please submit your resume and cover letter to:

NEZUL BE HUNUYEH CHILD AND FAMILY SERVICES
P.O. Box 1180 - 700 Stuart Drive West, Fort St James, BC V0J 1P0
Telephone: 250-996-6806 Fax: 250-996-6977
Email: hiring@nbh.ca

Closing date: May 21, 2024, at 4:00 pm

Applicant must agree to a Criminal Record Check
Modified workdays/hours including evenings & weekends may at times be required
Indigenous Ancestry is an asset

We thank all applicants for applying in advance. Only those selected for an interview will be contacted.