



WE ARE HIRING!

Office Supervisor 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. Under the supervision of the Manager of Administration, the Office Supervisor will play a pivotal role in providing supervision and support to the administrative team in Prince George and management of Nezul Be Hunuyeh. The Office Supervisor will be responsible for ensuring efficient day-to-day office operations, fostering a collaborative and supportive work environment, and maintaining effective administrative systems and processes. Your dedication to this role will contribute significantly by providing supervision and support to the Prince George offices of Nezul Be Hunuyeh. A full job description is available upon request.

Type: Permanent Full-Time (35hrs/wk.)

Wage Grid: \$40.52 - \$46.08

Duties & Responsibilities:

- ✚ Supervise daily operations of administrative and reception staff
- ✚ Provide direction, support, and coaching to ensure effective job performance
- ✚ Coordinate workflow, task assignments, and office coverage as required
- ✚ Ensure office procedures, policies, and standards are followed consistently
- ✚ Support onboarding, training, and orientation of new staff
- ✚ Assist with scheduling, time-off coordination, and workload management
- ✚ Oversee fleet vehicles, including maintenance scheduling and repair coordination
- ✚ Coordinate building maintenance and liaise with contractors, service providers, and property management
- ✚ Ensure office facilities are safe, clean, organized, and operating efficiently
- ✚ Maintain accurate filing systems, records management, and documentation practices
- ✚ Oversee office supplies, ordering, and general administrative needs
- ✚ Support communication between departments and management
- ✚ Demonstrate the ability to maintain confidentiality and professionalism

Preferred Qualifications:

- ✚ 5-10 years of experience in office administration or related field
- ✚ Previous supervisory or team lead experience required
- ✚ Strong organizational and time management skills
- ✚ Excellent communication and interpersonal skills
- ✚ Ability to manage multiple priorities in a fast-paced environment
- ✚ Proficiency in Microsoft Office and office systems
- ✚ Strong problem-solving and decision-making abilities
- ✚ Ability to maintain confidentiality and exercise sound judgment
- ✚ Able to work both independently and as part of a collaborative team
- ✚ Indigenous ancestry is an asset

Applicants must agree to & provide an acceptable Criminal Record Check & Vulnerable Sector Clearance
Applicants must possess a valid Class 5 Driver's License & provide an acceptable Driver's Abstract

TO APPLY SUBMIT RESUME AND COVER LETTER (PDF FORMAT ONLY) TO:

Via email to [hiring@nbh.ca](mailto: hiring@nbh.ca) with the subject line: **Office Supervisor Prince George**

CLOSING DATE: JUNE 1, 2026 @ 4:00PM

Only Applications with a cover letter and submitted as per the posting instructions will be reviewed

We thank all applicants for applying in advance; only those selected for an interview will be contacted