



CARRIER SEKANI FAMILY SERVICES

Job Posting

Administrative Assistant Driver Training Program

Prince George, BC
Full time, Term – 35hr/wk

Carrier Sekani Family Services (CSFS) is looking for an Administrative Assistant to join our Child and Family Services Team. The Administrative Assistant is responsible for providing administrative and clerical services in order to ensure effective and efficient operations

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Minimum Grade 12
- Possession of a Certificate in Business Administration preferred
- Minimum 2 years office experience with acceptable work references
- Maintain delegation level as required to perform duties to support delegated programs

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to accurately type 65 words per minute
- Proficient in the use of current versions of Microsoft Office software
- Ability to work independently and within a team setting
- Ability to write funding proposals
- Familiar in the use of a variety of office business machines
- Possess excellent verbal and written communication skills
- Able to work under tight timelines and be highly organized

WORKING/SPECIAL CONDITIONS

- Located in an open office area, faced with regular interruptions and a number of deadlines
- Extensive computer work and typing requiring long hours sitting and using office equipment
- Lifting of office boxes and supplies may be required
- Communication with a wide variety of internal and external clients is required
- Exposure to regular travel in remote locations
- May be required to use own vehicle
- Initial and on-going employment is subject to submission of a clear Criminal Record check. Criminal Record Check must be conducted every three years.
- Must possess a valid driver's license
- Participate in professional development as necessary

In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry.

How to apply: Go to www.csfs.org/jobs and "click to view our postings."

Deadline to apply: December 16, 2018. Please submit a cover letter and resume.

We thank all applicants in advance for their interest; however, only those selected for an interview will be contacted.