



SURREY HEAD OFFICE

MÉTIS EARLY YEARS ADMINISTRATIVE ASSISTANT

POSITION OPENING – FULL-TIME

Métis Nation British Columbia develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MNBC strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis citizens.

PURPOSE

The primary objective of the Métis Early Years Administrative Assistant is providing administrative support to ensure efficient operation of the Métis Early Years program, in the head office. Reporting to the Provincial Métis Early Years Coordinator, the Métis Early Years Administrative Assistant will provide support on a variety of tasks related to organization and communication. This position is responsible for confidential and time sensitive materials, and requires familiarity with a variety of office practices and procedures. Ability to effectively communicate via phone and email ensuring that all Métis Early Years Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner.

RESPONSIBILITIES:

- Daily operations include calendar management, making travel arrangements, answering and triaging telephone and email inquiries in the Métis Early Years department;
- Schedule internal and external meetings including assisting in event logistics, preparation and printing of meeting materials, facilitate teleconference, prepare meeting agendas, minute taking, create action items and follow up to ensure completion;
- Handle and prioritize multiple tasks;
- Carry out administrative duties such as filing, typing, copying, binding, scanning and filing expenses, etc.;
- Develop and maintain computer and manual filing systems;
- Handle sensitive information in a confidential manner;
- Arrange for meeting facilities, assisting with preparation and distribution of meeting materials (audio/visual, flip charts, etc.);
- Work with Métis Early Years Navigators on family information and data input;
- Work with the Central Registry on mail outs for the Métis Early Years Program; and
- Takes direction and provides administrative support to the Director of Operations as required.

KNOWLEDGE SKILLS & EXPERIENCE REQUIRED

- Successful completion of an Administrative Assistant program from a recognized business school or institution;
- Completion of a Legal Administrative Assistant program and/or work experience an asset;
- At least 2 years of experience in the field or in a related area with a combination of relevant experience;
- Knowledge of office management systems and procedures;
- Excellent time management skills and ability to multi-task and prioritize work;



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- Detail oriented with the ability to proofread / scan for formatting, grammatical and spelling errors;
- Excellent written and verbal communication skills;
- Strong interpersonal, organizational and problem solving skills and ability to work in a dynamic, fast-paced setting with multidisciplinary approach;
- Proficient in MS Office;
- Mature individual of professional presentation;
- Able to clear a criminal record check;
- Valid Class 5 Driver's License; and
- Ability to work flexible hours and travel as required.

Other Comments

- Other duties may be assigned by the Provincial Métis Early Years Coordinator as needed, to ensure efficient operation of the organization

To apply for this position please submit your application to:

Linda Koster
Human Resources Manager
Metis Nation British Columbia
Email: lkoster@mNBC.ca

Deadline for applications: Tuesday February 12, 2019 1:00 p.m.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.