



# ADMINISTRATIVE SERVICES COORDINATOR

PERMANENT FULL-TIME POSITION

LOCATION: Surrey Headquarters - #107, 5668 – 192 Street

CLOSES: September 21, 2020 at 4:30 PM PST

## ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) 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, assisting in the delivery of services based on policy, process, and specified regulations.

## ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Administration team as an **Administrative Services Coordinator**.

Reporting to the Office Manager, the primary objective of the role is to participate in the coordination of administrative and facilities work, and provide administrative and clerical support to various departments within MNBC.

## KEY DUTIES AND RESPONSIBILITIES

- Process incoming and outgoing mail, manually or electronically, and coordinate the flow of information internally and externally
- Respond to telephone, in-person, or electronic general inquiries, directing clients to appropriate department or ministry staff within MNBC
- Perform a variety of administrative duties, including data entry, photocopying, sorting, filing, and maintaining records in a confidential manner
- Maintain electronic logs of incoming calls, as well as incoming and outgoing mail
- Maintain inventory of office supplies, inform office manager of office and general supplies levels as required, and arrange for servicing of office equipment
- Process approved purchase orders through Office Manager for supplies to staff and regional/METP offices, as well as oversee shipping to regional offices and Chartered Communities

- Support the Office Manager in completing duties related to facilities management, including health and safety, security, regular maintenance, repairs, and general upkeep
- Provide administrative and clerical support to other departments within MNBC, including but not limited to Registry, Finance, and Human Resources, as needed
- Assist the Office Manager with the development of office management and organization procedures
- Generate spreadsheets, reports and other documents as required
- Maintain and schedule office meeting space I.e. boardroom, and other shared meeting spaces
- Provide supervision to summer and/or practicum students, as needed

### **THE IDEAL CANDIDATE**

- Diploma in Office Administration, Business or Facilities Management, or related field
- Three (3) years of experience in an administrative role
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Knowledge of general office systems and procedures, including filing systems, office equipment, switchboard, photocopiers, etc.
- Proven ability to proofread documents for formatting and grammatical and spelling errors
- Experience in facilities management, an asset
- Experience with Microsoft Office 365, an asset
- Demonstrated ability to effectively communicate both verbally and in writing
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

### **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

*The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**PLEASE NOTE THAT CANDIDATES MUST APPLY BY Monday, September 21, 2020 at 4:30 PM PST.**

**Eligible applicants may be offered a casual position.**

**Using Administrative Services Coordinator in the subject line of your email, please send your resume and cover letter to:**

Tracey Thornhill  
Office Manager  
Métis Nation British Columbia  
Email: [traceyt@mNBC.ca](mailto:traceyt@mNBC.ca)