



ADMINISTRATIVE ASSISTANT

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: Posting will remain open until filled and will close without notice

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.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Employment and Skills Training team as an Administrative Assistant.

Reporting to the Regional Program Manager, the primary purpose of the Administrative Assistant is to provide administrative and clerical support to the regional office, and work with clients to ensure program applications are complete.

KEY DUTIES AND RESPONSIBILITIES

- Oversee day-to-day operations including calendar management, travel arrangements, and answering telephone, in-person, and electronic inquiries or directing clients to appropriate individuals within MNBC
- Receive applications to Skills Training, Employment, and Post-Secondary (STEPS) programs and work with clients to complete all required portions
- Coordinate internal and external meeting logistics, including facility logistics, preparation and printing of meeting materials and agenda, facilitating telephone or online conference calls, taking minutes, and creating action items for follow up to ensure completion
- Prepare, organize, and coordinate a variety of sensitive and confidential correspondence, memos, presentations, spreadsheets, and reports from internal and external sources
- Maintain filing system, ensuring all client documents are saved in appropriate locations
- Process mail outs for various project work
- Perform a variety of administrative duties, including photocopying, binding, scanning, sorting, filing, and maintaining records in a confidential manner
- Actively participate as a critical member of the STEPS team to create solutions that advance the successful, efficient, and effective delivery of STEPS initiatives.

THE IDEAL CANDIDATE

Note: Combination of relevant experience, education, and training will be considered

- Administrative Assistant diploma or certificate
- Experience in an administrative capacity
- Combination of relevant experience, education, and training will be considered
- Proven ability to utilize, adapt and embrace new technologies, including Office 365, and other database/software required by the role
- Knowledge of office management systems and procedures, including online scheduling systems
- Proven ability to proofread documents for formatting, grammatical, and spelling errors
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing, ensuring a high degree of confidentiality is maintained
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision

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 an asset

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.

Using "Administrative Assistant" in the subject line of your email, please send your resume and cover letter to:

Katie Trace
Associate Director, Ministry of Employment and Skills Training
Métis Nation British Columbia
Email: stepscareers@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**