



# Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Administration Assistant Front Desk

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions on areas of common concern.

The ONA wishes to employ an enthusiastic Administration Assistant Front Desk. The position reports to the Executive Coordinator. As the first port of call, the job holder will have the responsibility to provide a professional impression of the organization to the public, provide assistance with the maintenance and continued development of the central filing system, preparation and follow up of correspondence.

#### **Key Duties and Responsibilities:**

##### *Administrative*

1. Booking of Main Office Boardrooms in Outlook and arranging for coffee/catering if necessary for meetings.
2. Ensure all basic office supplies are stocked, including bottled water, coffee, tea, paper etc.
3. Coordinate purchase and monitoring disbursement of all general office supplies orders.
4. Booking of Fleet vehicles and preparation of monthly mileage sheets for processing by accounting department. Develop and maintain a vehicle maintenance schedule, and ensure the upkeep and maintenance of all Admin vehicles including tire change for winter/summer.
5. Assists with the maintenance of the central filing system on computer, with correspondence and follow up as required, including typing of correspondence as required.
6. Assists and supports the Admin Team as required and act as the backup when out of office and when on vacation.
7. Ensures agreed procedures are followed in the event of an emergency, alarm activation or other security incident or alert.
8. Attends ONA and department staff meetings as required.
9. Performs other duties as required.

##### *Reception*

1. Provides front Office reception and general services including:
  - Receiving, announcing and directing visitors.
  - Accepting postal deliveries and dealing with inbound and outbound courier deliveries and contracts according to all relevant procedures and agreed standards of service.

## 2. Telephone Administration:

- Provide call handling services, and responds to telephone enquiries from the general public.
  - Redirect incoming callers to appropriate staff or to other departments/organizations as necessary, either through internal email messaging service or through voice mail message services.
3. Responsible for locking, unlocking of the building including activation of alarm system, including the monitoring of alarm systems and coded for all buildings.
  4. Providing administrative assistance to staff as necessary including photocopying, faxes, general correspondence.
  5. Maintain notice board and information displays.
  6. Respond to all membership inquiries about the organization, events and general information.
  7. Recording of incoming and outgoing mail and faxes and courier services inclusive of all contracts/cheques and distribution of mail and faxes
  8. Monitoring, record keeping and coordination of office equipment services and general maintenance, of the following Office Equipment:
    - Maintain an Inventory of office equipment and computer software including serial numbers and registration and Labeling Items.
    - Postage meter and replenishment
    - Photocopier/color printer, meter reading with Vendor; Fax copying and/or as requested.
  9. Keeping the Reception area, coffee room and Board room in a generally tidy stage.
  10. Performs other duties as required.

## **Qualifications and Competencies**

The position will require the following qualifications, values and competencies.

### **Qualifications**

1. Must have Office and Administrative Assistance Diploma or Certification Accreditation or minimum of 3 years related work experience.

### **Knowledge, Skills and Abilities**

1. Must have work experience in related field with Government or non-profit organization.
2. Must have excellent inter-personal and communications skills.
3. Demonstrate ability and knowledge of Computer systems and accompanying software: Word, Excel, Word Processing, PowerPoint, Internet etc. is essential.
4. Ability to work in a cooperative, professional, highly motivated, independent manner.
5. Must have strong team work ethic.
6. Demonstrated written and oral communication skills.
7. Demonstrated organizational, time management and presentation skills.
8. First Nation Ancestry preferred.
9. Experience in working with First Nation Band or other First Nation organization issues and concerns.
10. A reliable vehicle and a valid BC Driver's License.

**Hours:** Full Time, 37.5 hours per week

**Application Procedures:** Please send a current resume and covering letter to:

**David Leroux, Human Resources Manager**

Okanagan Nation Alliance

#101 – 3535 Old Okanagan Hwy, Westbank BC, V4T 3L7

Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

**COMPETITION OPEN UNTIL FILLED.**

Thank you for your interest, **No Phone Calls Please** only those short-listed will be contacted