



# Penticton Indian Band

841 Westhills Drive  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

November 20, 2023

## Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	Administrative Assistant	<b>Classification:</b>	6
<b>Department:</b>	Administration	<b>Responsible To:</b>	Records and Information Management Administrator
<b>Status:</b>	Full-time, Term (3Months)	<b>Hours of Work:</b>	35 Hours per week
<b>Range:</b>	\$27-\$33 per hour		
<b>Location:</b>	841 Westhills Dr, Penticton BC – V2A 0E8		
<b>Closing Date:</b>	<b>Until closed</b>		

### Job Summary:

Under the direct supervision of the Chief Administrative Officer, the Council Administrative Assistant will ensure that Chief and Council support services are provided in an effective and efficient manner. Tasks include and not limited to coordinating Chief and Council meetings, community general meetings, election administrative support, council community functions, travel arrangements, etc. The role will undertake research into past government activities and decisions and assist with the overall functioning of the Council and the interaction with the Chief Administrative Officer regarding liaison with the administrative department's functioning of the government.

### Core Competencies:

- Strategic Thinking
- Time Management
- Ethics and Integrity
- Communicating
- Planning and Organizing
- Critical Thinking
- Accountable/Dependability
- Team Oriented / Interpersonal
- Approachable
- Problem Solving
- Stress Management
- Professionalism

### Duties/Responsibilities:

- Detail-oriented and accurately processing and prioritizing information.
- Work with the communications coordinator.
- Attend and record meeting minutes for all Chief and Council Meetings.
- Attend and take notes in community and/or Band meetings.
- Must exercise objectivity and transparency to ensure trust and confidence in Chief & Council processes, and systems.
- All processes and systems are based on administrative policies and procedures.

## Qualifications/Requirements:

### Minimum Academic/Educational Requirements

- Grade 12 and/ or post-secondary courses in business or an equivalent combination of education and experience.

### Specific Job Skills and Levels

- Must have some understanding of relevant policies and procedures.
- Willing to undertake and complete further training as required.
- Must be honest, trustworthy, and respectful.
- Must demonstrate sound work ethics.
- Ability to coordinate several different tasks in a busy work environment.
- Strong ability to record impartially and accurately.
- Ability to listen, understand and carry out instructions.

### Minimum Level of Experience

- 2-3 years experience in a similar role.

### Personality Traits (Required to be successful in position)

- Friendly, personable, professional, and strong interpersonal skills.
- Excellent organizational, time, and stress management skills.
- Ability to multi-task.
- Good communication skills in person, on the telephone and in email messages.
- Ability to work as part of a team, exhibiting patience and respect.
- High level of discretion and judgment.

## Assets:

- Bookkeeping.
- Knowledge and understanding of Roberts Rules of Order.

## Working Conditions:

- Manual dexterity is required to use desktop computers and peripherals.
- Some travel may be required.
- The Council Administrative Assistant may be required to work long hours performing well in a multitasking environment.
- The Band Administration Office is generally a very busy facility and times can become very demanding. Sitting at a workstation for extended periods of time.
- The Council Administrator needs excellent organizational, time, and stress management skills.
- Hours will sometimes be required after 5 pm and emergencies such as weekends as required.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please **send a resume and cover letter to the attention of:**

**HR Department  
Penticton Indian Band**

**Mail:** 841 Westhills Drive **Fax:** (250) 493-2882

Penticton, BC V2A 0E8   **Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:**   PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*