



## Penticton Indian Band

841 Westhills Drive,  
Penticton, British Columbia  
Canada V2A 0E8

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

March 17, 2025

### Employment Opportunity

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

<b>Position Title:</b>	<b>Administrative Assistant</b>	<b>Classification:</b>	7, Administrative
<b>Department:</b>	Administration	<b>Pay Rate:</b>	\$24.00 – 37.00 (based on credentials and experience)
<b>Status:</b>	Full-time/Permanent	<b>Hours of Work:</b>	35 hours per week
<b>Responsible To:</b>	Band Administrator		
<b>Location:</b>	PIB Main Offices, 841 Westhills Drive, BC V2A 0E8		
<b>Deadline:</b>	March 31, 2025		

#### Job Summary:

Reporting to the Band Administrator, this role will assist the Administration Department with the overall day-to-day administrative requirements for the effective and efficient functioning of the government within the Band Administration main office. This position is essential for facilitating the smooth operation of the organization. The Administrative Assistant will be responsible for coordinating schedules, taking meeting minutes, preparing agendas, and providing administrative support within the administration department. This position requires complete confidentiality at all times. The Administrative Assistant will work as part of a team with the Chief and Council Administrative Assistant.

#### 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:

##### Job Responsibilities and Work Performed

- Provide support to attend, record and take meeting minutes.
- Provide support to attend and take notes for Band or community meetings.
- Answer emails or other inquiries as required and ensure messages are directed to appropriate individuals.
- Assist reception when needed.
- Provide Reception services – answer telephone calls, greet visitors, ascertain nature of business and direct visitors to employer or appropriate person.

- Assist the Band Administrator with tasks as requested.
- May compile data, statistics, and other information to support research activities

### **Qualifications/Requirements:**

#### **Minimum Academic/Educational Requirements**

- Grade 12

#### **Other Certification, Licenses, Designations and/or Training**

- Strong proficiency in Microsoft Office, particularly Excel, Word, and Teams, along with scheduling software
- Experience in composing letters, forms, and spreadsheets
- Related courses and training (including intermediate computer skills, customer service, professional writing etc.)

#### **Minimum Level of Experience**

- Previous experience working with First Nations communities
- 1-3 years' experience working in an office environment as a team or independently

#### **Assets**

- Completion of a one or two-year college program
- Valid driver's license with clean abstract
- Minute taking certificate

### **Working Conditions:**

- Manual dexterity is required to use desktop computers and peripherals.
- Some travel may be required.
- The Administrative Assistant may be required to work additional hours performing well in a multitasking environment.
- The Band Administration Office is generally a very busy facility and times can become very demanding.
- The Administrative Assistant needs excellent organizational, time, and stress management skills.
- Regular hours of work will be 9am to 5pm, Monday to Friday, though some overtime may be required to support Chief and Council and Band Meetings, or in emergencies.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*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:

**Armando O. Lopez, HR Manager**  
**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.*