



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia V2A 0E8

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

October 21, 2025

Employment Opportunity

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

Position Title:	Executive Assistant	Pay Rate:	\$ 24.00 – 37.00/hr (based on credentials and experience)
Department:	Health	Classification:	7 / Administrative
Status:	Full-time; Permanent	Hours of work:	35 hours per work
Responsible To:	Health Services Manager		
Location(s):	841 Westhills Drive, Penticton, British Columbia, Canada V2A 0E8		
Deadline:	November 10, 2025		

Job Summary:

The Executive Assistant is an essential member of the health management/administrative team. Under the direct supervision of the Health Services Manager, the Executive Assistant will provide direct support to the Health Services Manager and the health management/administrative team in a variety of capacities. Support will include but not limited to compiling grant applications, financial administration of grants, keeping management informed on all department related activities, organizing schedules, monitoring electronic data, preparing all necessary reports, responding to enquiries and communications. The Executive Assistant will be responsible for all practices associated with safety compliance and the required reporting.

Core Competencies:

- Accountability
- Decision making
- Teamwork
- Adaptability
- Organizational and Relationship building
- Service orientation
- Communication
- Planning and organizing
- Problem Solving
- Continuous learning
- Ethics and integrity

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Able to work cooperatively as a team player.
- Assists and maintains administrative materials daily/monthly (job postings, newsletters, event calendars, email, written and print notices etc.) for the purpose of providing reference information.
- Assists with preparing and assembling various information for reporting.

- As directed and approved by management, prepare drafts and finalize confidential documents.
- Assists and at times creates a range of administrative documents and packages: letters, reports, agenda preparation, and minute taking.
- Organizes the Manager's schedule, meetings, and at times coordinating team meetings.
- On-going monitoring of managers electronic and paper mail, including coordinating managers follow ups.
- Assist with coordinating internal health activities and events.
- Directly assists by providing the health receptionist/medical office assistant(s) information to prepare notices and reminders.
- Assist the department with cataloguing resources.
- Assists clients and others with routine problems and refers non-routine items to supervisor.
- Identifies grant opportunities¹ prepares grants proposals, monitors deadlines and completion of tasks and/or projects.
- Assists with financial matters for assigned programs, including timesheets, expenses, budgets and monitors program spending.
- As directed by and on behalf of management¹ provides communication for all health staff.
- Aids in preparing funding and work plan proposals¹ interim reports, and final reports.
- Assists in planning safety drills for both health sites (Health Centre and Recovery House).
- Performs other duties and responsibilities, as assigned by management, and as deemed necessary for the smooth operation of the department.
- Available to assist with public relations (meet and greets - includes building tours of both sites, answer and screen phone calls and direct clients/other professionals to the appropriate personnel)

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Post-secondary education with a Diploma in Business Administration
- Equivalent combinations of education and training may be considered

Other Certification, Licenses, Designations and/or Training

- Comprehensive knowledge of Microsoft Office Suite
- Criminal record check including vulnerable sectors.
- Must have drivers license with a clean abstract
- Criminal record check including vulnerable sectors.

Minimum Level of Experience

- Two (2) year experience in administrative/office management/support capacity.
- Knowledge of health services and partners.
- Knowledge of Penticton Indian Band community, culture, and services.

Working Conditions:

- Safe and positive environment
- Drug and alcohol-free workplace
- Busy and stimulating
- Manual dexterity – use of desktop computer and peripherals.

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 to work with and a 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

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.