



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8
Telephone: 250-493-0048

May 19, 2026

Employment Opportunity

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

Position Title:	Property Tax Assistant (Summer Student)	Pay rate:	\$18.25 - \$25 (Based on education & experience)
Department:	PIB Taxation	Classification:	11 – Exceptions
Status:	Term (11 weeks)	Responsible To:	Tax Administrator
Responsible To:	Tax Administrator		
Location:	PIB Administration Offices, 841 Westhills Drive, Penticton, BC V2A 6J7		
Deadline:	June 3, 2026		

Job Summary:

Under the direction of the Tax Administrator, the property tax summer student provides assistance with the administration of various taxation and utilities activities including, but not limited to: communicating with taxpayers, preparation and distribution of property tax notices and utilities billing, and payments of taxes and utilities. In addition, the summer student performs a variety of general office administration duties.

Core Competencies:

- Customer/Client Focus
- Service Orientation
- Teamwork
- Time Management
- Communication
- Organization
- Attention to Detail
- Take direction
- Problem Solving
- Data Entry
- Computer Proficiency (MS Office)

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Provide support to the taxation department
- Provide front desk relief coverage
- Taxation billing, invoicing and collection of taxes
- Utility billing, invoicing and collection of water and sewer fees
- Performs tax search/certificate requests

- Performs general administrative duties including, but not limited to: answering phone calls, photocopying, scanning, coordinating meetings/events, attending meetings, taking meeting minutes
- Provides assistance, advice and support in the absence of the Property Tax Administrator and or the Tax Clerk.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- High school or post-secondary school attendance (preferred not required)

Specific Job Skills and Levels

- Good computer proficiency/aptitude and experience with Microsoft Office (Word, Excel, Outlook).
- Good interpersonal and communication skills and ability to take direction.
- Good organizational and time management skills.
- Good data entry skills with excellent attention to detail.
- Positive attitude and ability to work well in a team environment;
- Strong service orientation, providing quality services internally and externally (community).

Minimum Level of Experience

- Some experience is an asset but not required.

Ideal attributes to be successful in position

- Personable – ability to communicate and deal with others effectively both verbally and in writing.
- Able to work both independently and as a contributing member of a team.
- Demonstrate initiative.
- Punctual and dependable.

Working Conditions:

- Busy office setting.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with community.

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

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.