



Employment Opportunity Limited Competition

Tłichq Government invites all suitable qualified candidates, who currently reside in the community of **Behchokq** to apply for the **Administrative Assistant / File Clerk** position.

Tłichq Government is committed to attracting and recruiting the best possible candidates for available positions. The principles of fairness, qualifications and Tłichq citizenship guide the hiring of Tłichq Government employees.

POSITION TITLE: Administrative Assistant / File Clerk
DEPARTMENT: Tłichq Lands Protection
STATUS: Term; 2 years
LOCATION: **Behchokq**
CLOSING DATE: **March 3, 2021; 5:00 pm**

OUTLINE OF THE POSITION:

The Administrative Assistant / File Clerk is accountable for providing receptionist, secretarial, administrative and filing services including filing digital, electronic and hard copy land use and land application documents and files. The Administrative Assistant / File Clerk must follow established policies and procedures.

SKILLS & KNOWLEDGE REQUIRED:

The following educational background, work experience and skills, and/or equivalencies will be considered:

- Completion of an office procedures and/or administration program
- Experience with office administration, receptionist services, filing systems and procedures
- Very good computer skills, ability to establish and maintain electronic data bases and filing systems, and use Microsoft Office, PowerPoint and the Internet for research purposes
- Very good interpersonal, communication, organizational and time management skills
- Positive attitude and work ethic
- Good problem solving abilities
- Ability to work as a member of a team
- Ability to speak the Tłichq language is a must
- Must have a valid class 5 Driver's License
- Familiarity with the Tłichq Agreement and Tłichq Constitution

To apply, submit your resume + cover letter &/or for a copy of Job Description, email;
hr@tlichq.com

This is a Limited Competition, Behchokq residents only apply.

If a suitable candidate is not identified, a Regular Competition may be conducted.