



**XENI GWET'IN**  
ENTERPRISE

BOX 69, NEMIAH VALLEY, B.C. VOL 1X0

**Position Title:** Office Administrator (full-time)

**Job Family:** Department Administration (A2)

**Salary range:** \$20 - \$28 per hour

**Reports to:** Director, Xeni Gwet'in Enterprise

**Overall Responsibilities:**

The Office Administrator at Xeni Gwet'in Enterprise plays a critical role in ensuring the smooth and efficient operation of the office. This individual will be responsible for overseeing administrative tasks, supporting project management activities, ensuring effective communication across departments and assisting the Director with day-to-day operations.

**Specific Duties and Responsibilities:**

- Oversee daily office operations and maintain office efficiency.
- Support with the development and implementation of office policies and procedures.
- Support with managing office supplies and equipment, ensuring that everything is stocked and functioning properly.
- Maintain and organize office files, both physical and digital, ensuring all documentation is up-to-date and easily accessible.
- Assist with administrative tasks related to construction and maintenance projects, such as preparing documents, scheduling meetings, and tracking project milestones.
- Coordinate communication between staff, subcontractors, suppliers, project managers and clients.
- Assist the Director with budgeting, financial reporting, and expense tracking.
- Support with managing accounts payable and receivable, ensuring timely processing of invoices and payments.
- Collaborate with Xeni Gwet'in First Nations Finance Department to ensure accurate financial records and reporting.
- Support with coordinating staff schedules and conducting annual performance reviews.
- Support with delegating tasks and responsibilities to ensure balanced workload distribution and project deadlines are met.
- Coordinate meetings, conferences, and events, including logistics and preparation of materials.
- Support with company correspondence, including emails, letters, and phone calls.



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### **Qualifications & Experience Required:**

- High school diploma or equivalent; Bachelor's degree in Business Administration, Management, or a related field. Certificate or diploma acceptable with added experience within admin. functions, project management, or relevant field.
- Intermediate to strong computer skills, able to learn and teach tech quickly.
- Working knowledge of office equipment (e.g projector).
- Minimum 1 years experience and a minimum 1 year with XGFNG (preferred) in the area they will manage or relevant field.
- Strong written and verbal communication skills.
- Chilcotin language and know the values of the nation or seek the resources as needed.
- Maintaining effective recording and reporting records.

### **Personal Suitability:**

- Have a BC Driver's License and insured vehicle for transportation
- Criminal Record
- Detail-oriented with a proactive approach to problem-solving
- Ability to work independently and as part of a team
- Willingness to learn continuously
- Mindful and being respectful of people's way of life

### **Apply Now:**

Please send a cover letter and your resume to:

Brittany Hutchins | HR Specialist

Email: bhutchins@yunesitin.ca

You can submit a hard copy of your application to the XGE Office. Deadline: July 16, 2024.

Only those invited to an interview will be contacted.

**Preference will be given to those with Aboriginal Ancestry – per section 16(1) of the Canadian Human Rights Act.**