

Uchucklesaht Tribe



Government

Summer Youth Employment (Administration)

Uchucklesaht Tribe Government is currently accepting applications for 2 temporary administration employment opportunities.

Eligible Applicants

- ✓ Between 15-30 years of age
- ✓ Social Insurance Number
- ✓ Must be registered and returning to School full time following the Summer Employment
- ✓ Must be of Aboriginal descent

Job Description

Be responsible for a wide variety of administrative duties working with the Human Services Team in addition to assisting in special events.

Travelling may be required.

General clerical support will include the following: Answering Telephones, taking and relaying messages. Greeting and directing persons entering the organization. Filing, receiving and sorting mail for all departments as well as preparing letters and documentation as instructed.

Required qualifications:

- Experience with Microsoft Office, internet, spreadsheets and email.
- Strong written and verbal communication skills
- Accuracy and attention to detail while working under tight deadlines
- Able to maintain filing systems and basic databases

Application Deadline: Please forward a resume and cover letter containing your availability date by June 7, 2019 to: Lysa.Ray@uchucklesaht.ca Attention: Lysa
Apply in person: 5251 Argyle St. Port Alberni.