

Leq'a:mel First Nation
Job Description

Administrative Assistant:

Reports To: Band Manager

The Administrative Assistant provides office management and administration assistance to the Band Administrator and the Band Manager.

Duties:

1. Responsible for general clerical duties.
2. Assisting the Band Manager and the Band Administrator with duties delegated on a daily basis.
3. Drafting letters, proof reading and editing correspondence for the Band Administrator, Band Manager, and Economic Development Officer.
4. Address, stamp and post outgoing mail. Ensure that a copy of the signed letter goes back to the source person for their files. Ensure that an up to date and accurate address file is kept.
5. Maintain record of contacts. Name, agency, First Nation, telephone, cellular, fax and address for all contacts relevant to Leq'a:mel.
6. Word processing.
7. Taking messages and telephone calls on behalf of the Band Administrator, Band Manager and Economic Development Officer when they are out of office.
8. Attend meetings/events on behalf of the Band Administrator and the Band Manager, upon request.
9. Regularly maintain, update, coordinate and cross-reference the calendars of the Band Administrator and Band Manager.
10. Responsible for ensuring office procedures are carried out by all staff.
11. Set up meetings with external agencies and internal departments. Contact all applicable parties.
12. Keep a meeting log for the meeting room. Ensure that the room is tidy and the tables are cleared before and after meetings.

13. Co-ordinates the hall and other facilities bookings for scheduled meetings and events.
14. Distributes monthly reports and distributes notices to community members. Mailed or hand delivered according to urgency.
15. Copy and distribute by-laws and other relevant materials as requested.
16. Complete all necessary paperwork for reimbursement of expenses from outside agencies (i.e. The Summit, Sto:lo Nation, etc.)
17. Co-ordinate the office clerk temps.
18. Monitoring the completions of the recording secretary duties.
19. Assist in drafting posting for new staff positions and sit on the interview panel.
20. Maintain personnel records.
21. Participate in the orientation of new staff and elected council members.
22. Organize regular staff meeting as directed by the Band Manager, to coordinate calendars, to update activities, review problems, ensure communication, and to ensure proper office procedures.
23. Responsible for keeping informed and updated on policies and procedures and any applicable forms. (i.e. Calendars, financial documents, personnel documents, travel claims, etc.)
24. Update all Leq'a:mel First Nation Policies and procedures manuals when adopted changes occur.
25. Participate in yearly evaluations of staff and file documents accordingly.
26. Administer the security system.
27. Responsible for the telephone system.
28. Ensure all office machines are working well and efficiently.
29. Ensure that office supplies are replenished as required.
30. Responsible for all travel arrangements for Council and staff.
31. Administer the filing systems (including the computer files and directories). Develop a universal system and train all personnel in its use.

32. Assist with the administration of the computer systems.
33. Administer the computer passwords.
34. Administer the tape back up system.
35. Ensure proper storage of computer software, accessories and maintain an up to date inventory. Make recommendations to up date computer software and hardware.
36. Receive and forward membership and registry applications to the Review committee and/or Sto:lo Nation for approval and processing. Ensure that the application is processed. Keep an accurate record of documents or correspondence coming and going.
37. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
38. At the end of the workday the workstation must be tidy. (To allow janitors to dust.)
39. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
40. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
41. Conduct all other relevant duties as requested by the Band Manager or Council.

Employee

Date