



**Malahat Nation**

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<b>Job title</b>	<b><i>Lands Administrative Assistant</i></b>
<b>Reports to</b>	<i>Lands Manager</i>

**Anticipated Start Date:** As soon as available

**Terms of Employment:** Full-time

**Job Purpose**

The purpose of the Lands Administrative Assistant position is to provide administrative and coordination support in the day to day management of the Malahat Nation Lands Department.

**Duties and Responsibilities**

- Carry out various administrative tasks under the direction of Lands Manager, including drafting letters, Band Council Resolutions (BCRs), and emails
- Correspond with external agencies and organizations on behalf of Lands department
- Screen incoming calls, emails and inquiries related to IR11
- Update consultation (referrals) database by entering in information and uploading documents
- Managing activity calendars, including bookings for community buildings, and receiving and dispersing mail
- Accept, record, file and organize related lands forms and paperwork.
- Other duties as required

There will be opportunities to expand skills and duties related to online filing and land registration management, referral file management and creating of response letters related to land referrals.

**Credentials and Qualifications**

- Grade 12 education (preferred)
- 1-year' experience working in administrative support capacity (preferred)
- Excellent computer skills – Microsoft Office (Word, Excel, Outlook)
- Criminal background check
- Knowledgeable and respectful regarding the cultures and characteristics of Malahat and Coast Salish people
- Interest in land management activities

**Skills**

The successful applicant will have:

- Excellent detail-orientation and organizational skills
- Demonstrated ability to write and format documents in Microsoft Word
- Knowledge of standard office procedures including digital file management
- Excellent knowledge of computers and standard computer software programs (e.g. Excel, Word). Experience with Windows computers is essential.
- Working knowledge of office equipment: fax, photocopiers, shredder, scanners etc.
- Ability to take direction as well as exercise good judgement and communication skills

## Compensation and Work Requirements

**Hours:** Monday – Friday 30 hours per week (office hours 9:00-4:00)

**Compensation:** Salary negotiated dependent on experience

Benefits and Pension package after 3 months probationary period

Preference will be given to Malahat Nation members and Indigenous applicants.

To apply for the position of Lands Administrative Assistant please send a cover letter and resume, including references, to the attention of Shannon Ralfs, Executive Director of Infrastructure and Capital Projects at [Shannon.Ralfs@malahatantion.com](mailto:Shannon.Ralfs@malahatantion.com).