**Experienced Administrative Assistant/Social Development Officer**

The Ashcroft Indian Band is looking for an experienced Administrative Assistant to perform a variety of administrative tasks.

Administrative duties include working with our community members, providing support to our managers and employees, assisting in daily office needs and managing all our office’s general administrative activities.

Social Assistance duties include helping on-reserve individuals meet their essential living expenses and basic needs. This requires meeting (virtually if required) with clients to determine their needs, eligibility and employment opportunities while maintaining strict confidentiality. Prepare and distributes monthly social assistance payments and special needs requests as needed. Assists clients in completing applications such as Taxes, Old Age Security, Child Tax Benefits, Utilities and Employment applications. Will work in collaboration with ISC and Band Finance department. *Social Development Officer* (Training will be provided for right candidate).

**Requirements:**

* Administrative Assistant Diploma
* Proficiency in MS Office with expertise in Microsoft Word, Excel, Power-point, and Outlook
* Exceptional communication skills with attention to detail for written correspondence
* Superior organizational and time management skills
* At least 2 years’ experience working in an office environment and working with multi-barrier/at risk First Nations peoples
* Experience working in an environment that requires strong Conflict Resolution skills

**Responsibilities Include:**

* Answering and directing incoming calls
* Maintain office supplies and performing routine inventory
* Respond to questions and requests for information
* Generates emails, social media posts, and reports when necessary
* Develop and maintain a filling system
* Update and maintain office policies and procedures
* Maintain contact list for community members and business contacts
* Plan meetings, oversee calendar events and organize meeting details
* Act as the point of contact for internal and external clients

Please submit cover letter and resume with references to [jodene@ashcroftband.ca](mailto:jodene@ashcroftband.ca)

Attention: Jodene Blain, Band Administrator