



## Office Assistant

The Nuu-chah-nulth Tribal Council's Nuu-chah-nulth Employment & Training Program (NETP) is seeking a highly motivated, term (to March 31, 2026, with the possibility of extension), full-time Office Assistant. Based in Port Alberni, the Office Assistant provides clerical and administrative support to the NETP team including database administration support, meeting coordination, word processing and reception duties.

### Responsibilities Include

- Data entry, organization and filing of service information and confidential client records.
- Coding of accounts payables.
- Ensures that staff travel arrangements and reservations are accurate and complete.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records minutes of meetings.
- Keeps track of source documents and assist in compiling data.
- Organizes and maintains file system and file correspondence and other records.
- Acts as a receptionist to respond to routine requests for information from clients and the public or other individuals.
- Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the NETP Office Coordinator.

### Preferred Qualifications

- Grade 12 or equivalent plus a certificate in administration or 1 to 2 years of direct experience working in an office administrative setting.
- Able to work independently, to multi-task, keep track of multiple deadlines, and plan activities to meet priorities.
- Able to act with tact and diplomacy, maintain effective working relationships, and contribute as a team member.
- Proficient in Microsoft software applications.
- Possess valid driver's license and have access to a reliable motor vehicle.
- Provide acceptable references and criminal record check.

**Competitive benefits and salary based on qualifications and experience: annual salary range \$41,000 - \$48,000.**



Apply by **1pm April 14, 2025** by sending your cover letter, resume, and three references (available to call) to:

**Nuu-chah-nulth Tribal Council**  
Email: [apply@nuuchahnulth.org](mailto:apply@nuuchahnulth.org)

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.  
Candidates must be legally entitled to work in Canada to be considered for this position.*

# Nuu-chah-nulth Tribal Council