Administrative Assistant (Nursing)

The Nuu-chah-nulth Tribal Council (NTC) is seeking a reliable, highly motivated Administrative Assistant to perform a variety of complex administrative duties supporting the NTC Nursing Department. This full time, permanent position is based out of Port Alberni. The Administrative Assistant will assist in general office operations and support nursing staff.

Responsibilities Include

- Ability to use several computer-based programs and process detailed time sensitive information
- Receive and process purchase orders and travel claims
- Prepare letters/reports, assist in the upkeep of files, office keys, office inventories, and maintains a variety of forms for staff
- Oversee 25 staff calendars individually and regionally
- Maintain nursing equipment and supply inventories
- Responsible to distribute updates for nursing resource materials
- Maintain statistics on nursing workload and schedules
- Provides support for departmental meetings and record minutes
- Oversee the administration of incoming and outgoing mail
- Provide back-up and relief for the Clinical Nurse Assistant

Preferred Qualifications

- A minimum of a high school diploma/GED with medical office and/or administrative certification and 3 - 5 years of direct experience in a health-related setting
- High proficiency in software applications (e.g., MS Word, Excel, PPT, Drop Box, Access and Outlook) and experience with both EMRs and data-based software
- Excellent verbal and written communication skills
- Able to act with tact and diplomacy, meet deadlines, uphold confidentiality, and maintain effective working relationships
- Able to work independently, multi-task, plan activities, and prioritize workload
- Possess valid driver’s licence and have daily access to a reliable vehicle
- Acceptable references and criminal record check
- Be willing and able to demonstrate compliance with the NTC Vaccination Policy COVID-19)

Competitive benefit package, salary based on qualifications and experience: salary range $44,000 - $52,000 annually.

Apply by 1pm, March 7, 2022, by sending your cover letter, resume and three references (available to contact) to:

Nuu-chah-nulth Tribal Council
P.O. Box 1383
Port Alberni, BC  V9Y 7M2

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however, only those selected for an interview will be contacted.