



**DENISIQI SERVICES SOCIETY**  
**Employment Opportunity**

**Admin Assistant (F/T)**

Denisiqi Services Society is a growing Delegated Aboriginal Agency delivering innovative, culturally infused child and family services and programs in Williams Lake and in our six member communities of the Tsilhqot'in Nation and Ulkatcho First Nation. For this position, we are seeking an individual with great customer service, attention to detail and extensive knowledge using computer applications and performing administrative functions.

**Qualifications / Experience:**

- Diploma or certificate in business applications, secretarial science or administration preferred but a combination of education and experience may be considered,
- An extensive understanding and knowledge of administrative and office procedures required,
- Must be proficient in Microsoft: Word, Excel, Outlook, Power Point and Publisher,
- Efficiency in typing (50wpm) and business letter writing,
- Strong analytical skills, creativity, and flexibility, attention to detail, and deadline-oriented,
- Time-management and communication skills both oral and written,
- Effectively manage information: dissemination and organizational,
- Excellent telephone manners and ability to deal with the public and provide exceptional customer service,
- Proven ability to meet deadlines and objectives in an organized and professional manner.

Valid class 5 Driver's License and satisfactory Criminal Record Screening required.

**Responsibilities:**

This position will be responsible for assisting in the provision of secretarial support services to all staff including maintaining supplies, filing, answering telephones, and greeting the public.

Assisting customers and hosting guests, along with event planning and organizing.

Manage information, write letters, track, and collect data, create charts and graphs, design presentations, and all administrative duties are required.

Create print materials as needed, and any other administrative requirements.

Please submit Cover Letter with Resume and References by **Open till Filled** to:

Christa Smith, Executive Director  
Denisiqi Services Society  
240B North Mackenzie Avenue  
Williams Lake, BC V2G 1N6  
Fax: (250) 392-6501 E-mail: [christa@denisiqi.org](mailto:christa@denisiqi.org)

**Note:** Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.