



Employment Opportunity

Administrative Assistant – 117 Industrial Road location

Regular Full -Time

TKC wage scale Level 3

Reporting to the Office Manager, the Administrative Assistant, located at 117 Industrial Road facility greets and re-directs callers and visitors in a professional and courteous way.

The position provides a variety of important services to staff and the community through the coordination and organization of administration and reception responsibilities/activities.

The Administrative Assistant works as a team member at the front desk, regularly rotating responsibilities between front desk and administrative tasks and responsibilities.

As per policy preference will be given to qualified Ta'an Kwäch'än Council Citizens who self-identify in their cover letter/résumé.

Submit cover letter and résumé to: humanresources@taan.ca.

Closing date: Thursday, June 30, 2022, for initial review