

# Lytton First Nation

## EMPLOYMENT OPPORTUNITY

### Administrative Assistant

### Social Development

The Lytton First Nation (LFN) is recruiting an outgoing Administrative Assistant for Social Development. The Administrative Assistant is responsible for providing administrative support to the Social Development department by providing clerical support with filing, administrative duties, maintaining inventory, and providing updates to the Social Development Manager.

#### General Duties:

- Provide clerical assistance in the areas of filing, photocopying, emailing and other related functions
- Direct enquiries about services provided by LFN Administration to appropriate LFN staff
- Maintain and organize filing system which ensures efficient storage and retrieval of information
- Perform Microsoft Word processing duties as required (general correspondence, preparation of statistical forms)
- Keep Social Development Manager updated of staff absence, and record to PurelyHR
- Schedule meetings for staff meetings and for manager, and take notes for meetings
- Maintain an inventory of office supplies, monitoring supplies and completing orders as required.

#### Job Skills Experience and Other Requirements:

- High School Diploma or GED
- Successful completion of relevant post-secondary training program in Office Management
- One year experience working as an administrative assistant
- Good working knowledge of computer hardware, software, Microsoft Word, Excel and Simply Accounting
- Excellent written and oral communication skills
- Ability to provide services in a professional manner
- Knowledge of Aboriginal culture in general and Nlaka'pamux culture and history



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EMAIL [Crystal.prince@lfn.band](mailto:Crystal.prince@lfn.band)  
WEBSITE [www.lfn.band](http://www.lfn.band)

- Willingness to maintain current professional knowledge and upgrade skills relevant to the role of Administrative Assistant by participating in professional development programs
- Valid driver's license and access to a reliable vehicle

**Open until filled**

**Apply with cover letter, resume, and 3 current references to:**

**[jobs@lfn.band](mailto:jobs@lfn.band)**

**Attention: Human Resources Manager**

**PO Box 20, Lytton BC V0K 1Z0**



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