



Tl'azt'en Nation
PO Box 670, Fort St James, B.C. VOJIPO
Phone: 250-648-3212 Fax: 250-648-3250



JOB OPPORTUNITY

Tl'azt'en Nation requires a Clerical Assisstant for our Housing, Public Works, and Emergency Management offices.

This position requires a great deal of patience, respect, and privacy skills. Must be neat, clean, and well presented as this is a public-facing position.

Primary Responsibilities:

- Assisting Housing, Public Works and Emergency Management
- Answering the telephone
- Photocopying
- Filing/record keeping.
- Housing application
- Work orders.
- Assisting members with maintenance requests
- Rent payment.
- Receiving cash payments for housing department
- Word processing
- Other duties as required.

Must follow the direction of the Tl'azt'en Policy and Procedures Manual

Education: Grade 12 preferred.

Skills:

- Ability to perform routine tasks repetitively.
- Oral communication skills.
- Social ability to handle visitors and staff with courtesy, patience, and respect.
- Organization skills.
- Ability to work independently.
- Ability to follow instructions with precision and ease. • Ability to work with computers and office systems.

Send cover letter and resume to: Lionel Conant, Housing Manager

Tl'azt'en Nation PO Box 670

Fort St. James, BC, VOJ IPO

Email: housing.manager@tlazten.bc.ca

Only short-listed candidates will be contacted for an interview.

Deadline: Open until filled