

## **Administrative Support (on call) Main Campus**

NEC Native Education College is a large private Aboriginal college in Vancouver and also works with First Nations and Aboriginal organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. Students have access to many resources and in-house support that includes funding, counselling and career advising.

### **Position Summary:**

NEC would like to identify one or two people with administrative skills to place on an on-call list. This list will be used when administrative support is needed, either through sick/vacation leave coverage or last minute event or project needs. This coverage may be a minimum two hour call with little notice, or pre-scheduled two weeks staff vacation.

Duties would include, but not limited to:

- Welcome and direct visitors in a pleasant, professional manner, providing general NEC information as required
- Provide general telephone reception assistance by answering all incoming calls and referring them to appropriate staff or voicemail
- Ensure photocopying requests, faxes and mail are complete and distributed as indicated
- Assist with any administration of events, correspondence, mail outs or other like activities
- Help maintain administrative file system both staff and program related, as assigned, and may be asked to type, file or organize for a task or project
- Work in cooperation with other NEC staff in administrative tasks

### **Preferred Qualifications:**

- Grade 12 with a certificate or diploma in office administration and six months to one year of proven experience working in a business, non-profit or educational institution; other combination of education and work experience will be considered.
- Ability to communicate with tact and discretion concerning student issues, and the ability to show initiative and complete tasks within a time frame.
- Demonstrated superior communication skills (oral, written and presentation) for clear and tactful relations with students, staff, other colleges/universities, external agencies, and the general public.
- Strong interpersonal, team building and organizational skills and excellent customer service.

### **Terms:**

Appointment to the administrative on call list will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. This position is open to both male and female applicants. Preference will be given to qualified Aboriginal applicants.

<b>Closing Date:</b>	<b>Thursday, November 1, 2018</b>
<b>Hours:</b>	as assigned – once placed on the administrative on call list (orientation and training hours to be scheduled)
<b>Wage:</b>	\$21.07 per hour

### **Application Details:**

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short listed applicants will be contacted. Address your application to:

G. Peters, Executive Assistant NEC Native Education College	285 East 5 <sup>th</sup> Avenue Vancouver, BC V5T 1H2	Fax: 604.873.9152 E-Mail: <a href="mailto:gpeters@necvancouver.org">gpeters@necvancouver.org</a>
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