

Employment Opportunity! Administrative Assistant Job at the Village of Daajing Giids

Who we are:

The Village of Daajing Giids is a municipality under the *Local Government Act* centrally located on Haida Gwaii. We provide civic services to the community of Daajing Giids including drinking water, road maintenance, wastewater, parks and recreation, development regulation, fire suppression, a youth centre and community events. We will be welcoming our new Mayor and Council formally on November 7, 2022 during their inaugural meeting who together serve as the responsible body for setting our policies and making resourcing (financial) decisions. The Village operates under the direction of the Chief Administrative Officer working with a team of knowledgeable and dedicated professionals in delivering the Village's services.

Who we are seeking:

Do you pride yourself on a high attention to detail? Do you have outstanding ability to keep organized and follow through on multiple concurrent tasks? Are you friendly with strong interpersonal skills? Do you value integrity and dependability? If yes, then we want to hear from you!

We are seeking a reliable team player who will be situated in reception providing administrative support to all functions of the organization under the direction of the Senior Administrative Assistant. Our ideal candidate can commit to a regular schedule of Monday – Friday 8:30 am – 4:30 pm.

The position duties largely center around reception, both phone and walk in, filing including digital file management, and data entry, particularly financial data. A strong customer service ethic and basic computer literacy (word, excel and outlook) are core competencies for this position.

What we offer:

The Administrative Assistant role is a full time, permanent position with opportunity for training and professional growth within the organization. The Village of Daajing Giids offers a competitive benefits package as well as participation in the Municipal Pension Plan after a successful probation period. You will work in a supportive, high paced environment on services and objectives that make a difference to the community.

How to apply:

Please send a resume and cover letter detailing your education and work experience in confidence to:
Courtney Kirk, CAO

Email: cao@daajinggiids.ca

Mail: PO Box 580, Daajing Giids, BC, V0T 1S0

In-person: 903A Oceanview Drive, Daajing Giids

Applications may be dropped off at the Village Office, mailed, or emailed in pdf, however, please note applications will not be accepted after the **deadline of Thursday, November 24th, 2022**.

Qualified applicants may be contacted for an interview and skill testing. We thank all those who express interest in the position however only those applicants progressing to the next stage of our recruitment process will be contacted. Please email cao@daajinggiids.ca for more information on the position.