



Administrative Assistant Job Posting

March 2023

Position Summary:

The Administrative Assistant will undertake and ensure efficient operation of the office, assists with key operational duties, and supports the work of management and other staff while keeping to the **Indigenous Corporate Training** [Vision](#), [Mission](#) and [Values](#).

This is a full-time hybrid position (40 hours per week) located in Saanichton, BC, at an hourly rate of \$24-\$27/hour depending on previous experience and knowledge.

Reception

- Answer general phone, email and form inquiries
- Direct other inquiries to the appropriate team members

Office administration

- Use word processing and other software to prepare reports, memos, and documents (including Google Workspace)
- Prepare and send outgoing mail, and courier parcels
- Sort incoming correspondence and send or scan to the appropriate team member(s)
- Records management, and code and file material according to the established records management procedures
- Plan and coordinate staff/internal events in collaboration with other staff
- Provide input towards administrative duties and procedures to be more efficient
- Other administrative duties as required

Assist with financial management

- Support accounts payable and receivable as directed by the Operations Manager

Provide support

- Ensure the timely distribution of material to the trainers and clients
- Support trainers and staff with meeting, travel and other arrangements
- Inter-departmental Communications



Job Requirements:

- Post secondary education in social sciences/humanities, business, IT-related disciplines, or office management
- Experience with office administration, records management, and/or event planning
- 1-3 years of experience in an office setting or equivalent
- Basic knowledge of CRM, task managing software
- Behavioural Competencies:

A qualified applicant demonstrates competence in the following:

Behave Ethically: Understand ethical behaviour and business practices and standards and ensure personal behaviour aligns with those standards and with **Indigenous Corporate Training's** [Vision](#), [Mission](#) and [Values](#).

Build Relationships: Establish and maintain positive working relationships with others both internally and externally (learners and clients) to achieve the goals of ICT.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of learners and clients to meet or exceed their expectations.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: provide input for strategies to move ICT forward, set goals, create and implement actions plans.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and take actions to resolve the problem.

Training Provided

- ICT self-guided courses
- Task management training (currently Asana)
- CRM training (currently Hubspot), including the following courses:
 - Inbound
 - Inbound Marketing Optimization
 - Hubspot Reporting
 - Contextual marketing

INDIGENOUS CORPORATE TRAINING INC.



Additional Information:

This is a full-time position (40 hours per week) based in Saanichton, BC. **Indigenous Corporate Training** recognizes the importance of a diverse workplace and is committed to being an affirmative action/equal opportunity employer and does not discriminate based on identity. Indigenous people, people of color, Two-Spirit or LGBTQA+ people, and members of other marginalized groups are strongly encouraged to apply.

Applications will be accepted on a rolling basis. Only qualified applicants will be contacted for an interview. Please submit your cover letter and your resume to operationsmanager@ictinc.ca.