



JOB DESCRIPTION: Marine Clerk

Description and Mandate

Pauquachin First Nation is seeking to hire an individual to work as a Marine Clerk. This position is central to Pauquachin involvement with DFO-Fisheries and Oceans Canada in providing foundational work to support the Marine Spatial Planning Initiative in the Salish Sea.

Under the guidance and supervision of the Marine Manager, the Marine Clerk will provide organizational, clerical and executive support to Marine Department Staff. The successful candidate will have excellent administration skills, as well as a pro-active approach to initiating and following through with a variety of administrative projects.

Duties and Responsibilities

Main priority for this position will be producing information by transcribing, formatting, inputting, editing, retrieving and copying. Conserves Marine staff's time by reading, researching and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications. Other responsibilities will include:

- Maintains appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Set up for meetings and purchasing/pick up of all refreshments and meals
- Shop and pick up any items as necessary for Marine Department
- Correspond with Marine Department staff on water through radio communications
- Prepares reports as needed
- Secures information by completing data base backups as needed
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions
- Answer and direct telephone and email inquiries as required.
- Record and Distribute incoming and outgoing mail.
- Answer questions and direct visitors to appropriate office personnel.
- Coordinate the ordering, delivery, distribution and tracking of office supplies.
- Follow all established safe work practices, policies and procedures as directed.
- Participate in a variety of personal and professional employment training opportunities, as required.
- Use office supplies and equipment as required, including computer, printer, scanner and fax in a professional and responsible manner.
- Assist with administrative tasks as required, including filing, preparation of workshop packages/information, typing of grant applications, program evaluations and other reporting.
- Create, manage and maintain a central filing system
- Liaise with computer technology contractor
- Liaise with website developer; provide website maintenance and updates as needed
- Follow all established safe work practices, policies and procedures as directed
- Protects operations by keeping all information concerning the Nation, its members, and office employees, confidential
- Other duties as assigned

Skills and Experience Required

- High school diploma or GED
- Excellent word processing skills (minimum 50 wpm)
- Some knowledge and/or experience in a variety of office settings.
- Ability to multi-task and prioritize in a fast-paced, multi-departmental work environment.
- Proficient in Microsoft office programs including Outlook, Word, Excel and Publisher.
- Ability to work independently and in a team environment.
- Ability to show initiative, problem solve and seek solutions.
- Excellent communication and organizational skills.
- Ability to sit for long periods of time.
- Demonstrated ability to take accurate meeting minutes
- Strong problem solving, collaboration, consensus building, negotiation and conflict resolution skills
- Ability to follow established policies and procedures to ensure smooth operation of programs/projects
- Understanding of, and ability to routinely practice strict confidentiality
- Must be flexible; may be required to work outside of regular business hours
- Ability to travel as required, if needed
- Must be physically capable of performing a wide variety of physical tasks including walking, sitting and typing for extended periods of time.
- Lifting or moving up to 40 lbs. may be required.
- Manual dexterity required to use desktop computer and peripherals
- Must have a current update Class 5 Drivers License
 - Must not have any restrictions on licence
 - Successful applicant will be required to provide a driver abstract
- Must not have a criminal record
 - Successful applicants will be required to provide a criminal record check
- The successful applicant needs to be comfortable disseminating information as well as have strong active listening skills. In addition, they need to be adept at organizing meetings, drafting documents, sharing information and coordinating feedback.

Position Details:

- This is an annual Full Time Equivalent (FTE) contract position for 5-years
 - possibility of indeterminate depending on funding
- Pursuant to Section 41 of BC Human Rights Code: preference may be given to applicants with qualifications who have Aboriginal Ancestry
- Must be willing to wear a uniform shirt

Salary: \$18.00hr, 35 hours per week, Monday to Friday, some evening work

To apply:

Send your cover letter and resume by email to: darlene@pauquachin.com