

EMPLOYMENT OPPORTUNITY

<i>Position</i>	Office Clerk (Permanent Full Time Position)		
<i>Employer:</i>	First Nations Financial Management Board		
<i>Location:</i>	905 - 100 Park Royal, West Vancouver BC		
<i>Reporting to:</i>	Manager, Corporate Services and Privacy Officer		
<i>Posted:</i>	July 15, 2008	<i>Posting Closes:</i>	July 31, 2008

QUALIFICATIONS:

- **Education and Experience:**
 - Recent work experience in general administration
 - Related post secondary education or training in office or business administration
 - Experience using technology in an office setting (*intermediate computer skills including usage of Microsoft Office software - Word, PowerPoint, Access and Excel and Corel Wordperfect*)
- **Knowledge of:**
 - Good oral, written and interpersonal communication skills
 - Organizational skills (*including records management*)
 - First Nation communities, organizations (*and/or willing to learn*)
- **Ability to:**
 - Exercise good judgment, use discretion, maintain confidentiality
 - Communicate effectively
 - Perform a wide range of administrative and clerical duties
 - Multi-task and meet deadlines
 - Work independently and be a team player
 - Be self-motivated
 - Continue education, training as may be required as career progresses

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provides receptionist duties
- Provides administrative and clerical support
- Assist in scheduling use of boardrooms (*including setting up and cleaning boardrooms*)
- Assist with arranging travel for Chair, the Board of Directors, staff, contractors and clients
- Assist with logistics for coordinating meetings, conferences within the office and various locations across Canada
- Duties are not limited to this list

Send Application to:

First Nations Financial Management Board
Ste 905 - 100 Park Royal
West Vancouver BC V7T 1A2
ATTN: Maureen Thomas

Application Must Include:

- ✓ Cover Letter and Resume
- ✓ 3 References

Or Email: mail@fnfmb.com

Only short-listed candidates will be contacted. Job Description available upon request. Employment offer will be subject to the successful completion of a background criminal record check.