

Company

The Gwaii Trust Society owns and manages a multi-million-dollar perpetual fund for the benefit of all the people of Haida Gwaii. The fund generates investment income and the Society distributes part of that income every year through a variety of grant programs.

Description

The Gwaii Trust Society is seeking a full-time Administration Assistant at its Old Massett office. Reporting to the Chief Operations Officer, the Administrative Assistant is responsible for performing administrative duties to support the Board and staff of the Gwaii Trust as well as overseeing the Travel Assistance Grant.

Key Duties and Responsibilities

- Manage the Travel Assistant Grant
- Perform general clerical duties
- Greet visitors at the Old Massett Gwaii Trust office
- Maintain filing systems and electronic databases
- Coordinate travel arrangements for staff and Directors

Minimum Qualifications

- Minimum two years' experience in an office environment
- Secondary school diploma required; relevant post-secondary training preferred
- Ability to work both independently and as part of a team
- Good written and verbal communication skills
- Must be detail oriented with excellent organizational skills and the ability to adjust priorities in a changing environment
- Proficiency with Microsoft Office programs
- Preference may be given to candidates with a Class 5 or 7 drivers licence
- Preference given to local candidates

Benefits

Gwaii Trust offers rewarding work with the potential for future advancement for the right candidate. We offer competitive wages, extended health benefits, professional development, a health spending account and a retirement plan.

Closing date

October 18th 2019

To apply

Submit a cover letter and resume by email to carla.lutner@gwaiitrust.com with the subject line Administrative Assistant.