

**IYON KECHIKA CONTRACTING Ltd.**  
**EXPANSION OPPORTUNITY**

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<b>Identification:</b>	Office Administrator / Project Coordinator
<b>Supervisor:</b>	CEO/GM
<b>Status:</b>	Regular, full-time
<b>Location:</b>	Lower Post, BC

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Iyon Kechika Contracting Ltd., the development corporation of Daylu Dena Council (DDC), has been in operation for 20 years. IKC works to create economic development opportunities for the Nation and its people. They specialize in civil construction, clearing, environmental remediation, earthworks, labour, slashing, water truck services, road maintenance and much more. Iyon Kechika is looking for an in-person Office Administrator to ensure that the office operates smoothly and efficiently, while also assisting the General Manager with project coordination when needed. This is a great opportunity to put your management skills to work while also learning about the First Nation and the local businesses in the area.

**Job Description:**

Reporting to the (CEO) General Manager, the Office Administrator (OA) will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The OA is responsible for developing intra-office communications protocols, streamlining administrative procedures, project management, office staff supervision, and task delegation.

The successful office administrator is an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative duties and executive support-related tasks and able to work independently with little or no supervision. Ideally, you are well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people. Experience or knowledge in construction is a strong asset.

**Responsibilities:**

- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Organize office operations and procedures including bidding on jobs
- Manage crew and other staff to run jobs efficiently

- Manage projects from beginning to end including supervising staff and ensuring goals are met
- Coordinate with IT on all office equipment
- Manage relationships with clients, service providers, contractors and other partners, ensuring that all items are invoiced and paid on time
- Manage contract and price negotiations with service providers
- Manage executives' schedules, calendars, and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Ensure that results are measured against standards, while making necessary changes along the way
- Perform review and analysis of special projects and keep the management properly informed
- Design and implement filing systems

**Qualifications:**

- Proven office management, administrative or assistant experience
- Excellent time management skills and ability to multitask and prioritize work
- Excellent written and verbal communication skills
- Experience in construction and maintenance a strong asset
- Experience working with First Nations cultures and traditions a strong asset
- Secondary school completion with two years of administrative experience

**To Apply:**

Please submit a cover letter and resume to [lynn@kermodeconsulting.ca](mailto:lynn@kermodeconsulting.ca). Preference will be given to Kaska members who meet the minimum requirements.

Salary is dependent upon experience and qualifications.

*Souga Sinla/ Thank you to all who apply, however, only those selected for an interview will be contacted.*