



Lands Clerk

Stó:lô Nation, one of the leading employers in the Fraser Valley with over 300 employees and offices located in Mission, Chilliwack and Agassiz requires the services of a **Lands Clerk** to work in the Lands Department. Preference will be given to qualified aboriginal applicants. Please self-identify in your cover letter or resume.

The successful candidate will work under the Regional Lands Administration Program (RLAP). S/he will be responsible for providing general office administration support services and to assist with coordinating workshops, meetings and special projects. This position will work from the Central (Chilliwack) Region.

QUALIFICATIONS/REQUIREMENTS:

- Minimum Grade 12.
- Post Secondary in Business Administration, Computers, Office Careers or Lands related program.
- Good verbal and written communication skills.
- Willingness to take training and to travel as per service need.
- Ability to multi-task & work independently with little or no supervision.
- Familiarity and understanding of Stó:lô and other Aboriginal culture, traditions and history would be an asset.
- Good organizational skills and record keeping system.
- Ability to maintain confidentiality.
- Computer skills with MS Office, Internet and Windows are required.
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid BC Drivers' License Class 5
 - Must successfully pass the required pre-employment RCMP Criminal records Check.

SALARY RANGE: \$12.00 - \$14.00 per hour, based on qualifications/experience.

TYPE OF POSITION: Term (Nov 2007 – 31 March 2008) with the possibilities of extension to September 30, 2008. This position is subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE: November 2, 2007
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Interested candidates are required to submit a resume and to indicate the job title position above on their covering letter. Send to:

Stó:lô Nation Personnel Department
Bldg. #7 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca or Fax: 1(604) 824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. An eligibility list may be established from this posting. The eligibility list may be used to fill future term or permanent positions. We thank all applicants for their interest.