



# Tse'Khene Community Development Corporation

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## Job Opportunity - Office Coordinator

We are looking for a skilled Office Coordinator to undertake a variety of day-to-day office and clerical tasks. You will be an integral part of ensuring that our office operations run smoothly and are successful in supporting other business activities. You are an organized and competent professional with phenomenal communication skills, and you are comfortable dealing with people and able to carry out administrative duties with accuracy and speed.

### **Essential Duties and Responsibilities:**

Under the direction of Tse'Khene Community Development Corporation (TCDC) and the supervision of the TCDC Business Development Officer, the Office Coordinator will ensure that office operations are efficient and add maximum value to the McLeod Lake Indian Band Satellite Office at the Prince George Friendship Centre.

### **Basic Qualifications:**

- Proven experience as office coordinator or in a similar role
- Excellent communication and interpersonal skills
- Working knowledge of office equipment
- Organized with the ability to prioritize and multi-task
- Computer skills with Microsoft Suite including photoshop
- Reliable with patience and professionalism
- Ability to maintain confidentiality and willingness to sign a confidentiality agreement

### **Who:**

MLIB members only, please forward a cover letter and resume to below contact. This posting is open until filled.

### **Contact:**

McLeod Lake Indian Band

**ATTN: Deborah Prince, TCDC Business Development Officer**

General Delivery, McLeod Lake BC, V0J 2G0

Email: [deprince@milib.ca](mailto:deprince@milib.ca) Fax: 250-750-4420

NO PHONE CALLS: only those shortlisted will be contacted for an interview.