



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

<b>JOB TITLE:</b>	<b>Land Referral Office Clerk</b>	<b>DEPARTMENT:</b>	Land Referral
<b>REPORTING TO:</b>	Lands & Stewardship Manager	<b>TERM:</b>	Part-Time
<b>START DATE:</b>	Immediately	<b>DEADLINE:</b>	

## JOB SUMMARY:

The Land Referral Office Clerk reports to the Lands & Stewardship Manager. This person is responsible for receptionist duties at the MLIB Land Referral Office in Chetwynd, BC

## RESPONSIBILITIES:

- Answer incoming telephone calls and answer routine inquiries;
- Accounts payable, cheque requisitions, invoices etc.;
- Open and sort mail, route documents to the appropriate personnel.
- Complete Cheque requisitions for accounts payable for participants and laborers being sent out on behalf of Land Referral.
- Order office supplies, janitorial supplies.
- Make travel arrangements for management and staff as needed. Flights, hotels, travel expense. Invoice industry for trips that are being reimbursed for the travel.
- Maintain a vehicle maintenance log for each MLIB vehicle. (Land Referral Officer takes trucks for oil change, tires etc. when needed.)
- Other tasks that may be assigned by Lands and Referrals Office Manager.
- Hold a high level of integrity and maintain confidentiality of clients, staff, and the McLeod Lake Indian Band.

## QUALIFICATIONS AND EXPERIENCE:

- Grade twelve (12) diploma or equivalent.
- Full Covid – 19 vaccination status
- Working knowledge of Microsoft Office Suite of programs.
- Excellent written and verbal communication skills
- Proficient in the operation of office equipment.
- Class 5 drivers license

## HOW TO APPLY:

A competitive remuneration package is offered. Further information can be obtained at [www.mlib.ca](http://www.mlib.ca). Interested applicants should apply at their earliest convenience with a resume and cover letter to the attention of the Human Resources Advisor. Please reference "Land Referral Office Clerk" and indicate clearly in your cover letter how your experience and qualifications meet the requirements of the position.

<p style="text-align: center;"><b>APPLICATION DEADLINE:</b> Open until filled Interested candidates are required to submit a resume in confidence to: <b>McLeod Lake Indian Band</b> Attention: Doreen Tiller, HR Advisor: <a href="mailto:hrdept@mlib.ca">hrdept@mlib.ca</a></p>
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