



OFFICE MANAGER

Are you an outgoing and friendly individual that thrives in a fast-paced environment? Are you motivated, organized, an excellent multi-tasker and have a passion for supporting those around you? Ka·kin has an exciting opportunity for an **Office Manager** in the East Kootenays of British Columbia. The Office Manager will actively participate in the Health, Safety and Wellness culture of Ka·kin and provide the essential support functions necessary for the overall successful operation of the office.

Key Job Duties

- Coordinate incoming and outgoing mail, packages, and couriers.
- General maintenance of shared spaces.
- Ensure proper operation of office equipment by proactively arranging preventative maintenance; following manufacturers instructions; troubleshooting malfunctions; calling for repairs; and maintaining and ordering supplies.
- Assist with a wide array of general administrative tasks such as maintaining user lists, liaising with vendors and other office contacts.
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting correspondence.
- Prepare reports by collecting and analyzing information, organizing, and maintaining files, records, and databases.
- Assist with arranging meetings, preparing meeting agendas and taking meeting minutes.
- Assist and support multiple departments across the Company.
- Other duties and tasks as assigned and deemed appropriate by management.

Knowledge/Experience Required

- Minimum 2-5 years of professional experience working in a receptionist or administration role.
- Excellent computer skills, specifically in Microsoft Office (Excel, Word and Outlook).
- Excellent organization, time-management, and multi-tasking skills.
- Ability to meet deadlines and work in a fast-paced environment.
- Excellent interpersonal, communication and customer service skills.
- Ability to work in a growing, dynamic, and changing environment.
- Optimistic/collaborative approach and attitude towards work.
- Proven ability to handle and maintain confidential information.

Company Benefits and Perks

- Competitive base salary.
- Comprehensive Healthcare Benefits and Employee Assistance Program.
- Opportunities for career advancement.
- A dynamic, inclusive, and collaborative work environment.

How to apply

Please email your resume to: HR@kakin.ca

If you have any questions, please email HR@kakin.ca or call 250-919-9988.



Salary Range

- \$40,000 – 70,000 per year

About Ka·kin Group of Companies

Ka·kin Group Ltd., wholly owned by Yaqit ʔa·knuqʔi 'it (Tobacco Plains First Nation), is committed to nurturing the prosperity and sustainability for the Yaqit ʔa·knuqʔi 'it community and its members. The envisioned prosperity encompasses self-determined well-being, involving positive economic, financial, social, and cultural outcomes.

Yaqit ʔa·knuqʔi 'it has tasked Ka·kin with supporting Yaqit ʔa·knuqʔi 'it First Nation with economic sustainability. This is to be delivered through the enhanced participation in regional economies, alignment with key Alliance Partners for increased capacity and competency, creating new ownership opportunities within various operational entities, and engaging in developmental activities that align with the long-term vision and values of both the organization and the Nation.

While we recognize the value of diversity and inclusiveness in the workplace and welcome applications from people of all backgrounds, prioritization will be provided to qualified Yaqit ʔa·knuqʔi 'it Members, Ktunaxa Members & Indigenous applicants.

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