



TSAWWASSEN FIRST NATION
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EMPLOYMENT OPPORTUNITY

FRONT COUNTER APPLICATIONS CLERK (Full Time Regular)

Tsawwassen First Nation (TFN) is a self-governing First Nation that delivers a wide range of community services, including all of those typically delivered by municipalities. The Lands Department is responsible for the delivery of all planning, development, and engineering related services. The Community is in the midst of a significant development program, which includes the development of commercial, industrial, and residential properties. Along with the review and approval of the engineering infrastructure to support this development, the Lands Department is also responsible for assuming the ongoing maintenance and management of the infrastructure.

This is a great opportunity for a motivated individual to make a significant contribution to a world-renowned organization that is growing and providing a bright future for its members and the community it serves.

TFN is seeking a qualified individual to join our Lands Department in the permanent full time position of Front Counter Applications Clerk. Reporting to the Planning Administration Clerk, or designate, you will be responsible for assisting the Lands Department and providing excellent customer service at the front counter. Duties range from clerical support to assisting Tsawwassen First Nation Members with their applications, such as building permits.

Qualifications or Experience:

- Advanced skills in Microsoft Office Programs
- Exceptional communication and interpersonal skills with the ability to work effectively with others, as well as respond to inquiries from the public in a friendly, professional and courteous manner
- Meeting coordination for internal meetings and as well as member consultation
- Administration of electronic and paper file systems
- Receiving Business and Animal license applications and processing them
- Ordering and managing all office supplies
- Validating scheduling or tracking of staff
- Photocopying, preparing/formatting of correspondence, performing mail merges; maintaining databases for various applications
- Excellent organizational skills and the ability to manage several tasks
- Financial abilities are an asset
- Demonstrable written and oral communication skills
- Completion of Grade 12
- Previous local government experience will be considered an asset
- Possess and maintain a valid class 5 driver's license

If you are interested in a challenging opportunity with a leading edge progressive municipal type government, please forward your resume along with a cover letter by email to

hr@tsawwassenfirstnation.com

Or mail/drop off to:

Human Resources
1926 Tsawwassen Drive
Tsawwassen, BC V4M 4G2

Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.

We wish to thank all applicants for their interest; however, only short-listed candidates will be contacted for interview.