
JOB POSTING
A.E.W. LP
Administrative Services
Coordinator



Nlaka'pamux Nation
Tribal Council

A.E.W.LP

The Organization:

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out "on the ground" work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

Interested in viewing more information on AEW LP? Please visit our website at www.aewlp.ca or our LinkedIn <https://www.linkedin.com/company/aew-limited-partnership/>

The Role:

A.E.W. Limited Partnership (A.E.W. LP) is seeking a full-time on-going Administrative Services Coordinator based out of beautiful Kamloops, BC. This position would be ideal for someone who has experience working in an administrative capacity or within the Fleet, Equipment, and Assets field. Reporting to the Manager of Administrative Services, the Administrative Services Coordinator will provide:

Admin Services

- Accurately input data into computer systems or databases from various sources, including paper documents, electronic files, or forms.
- Review and verify the accuracy and completeness of data to minimize errors.
- Perform regular data quality checks to identify and correct errors or inconsistencies.
- Ensure data integrity and adherence to established data entry standards.
- Update and maintain electronic and physical records as needed.
- Organize and file documents for easy retrieval.
- Retrieve specific data or records as requested by team members, supervisors, or other stakeholders.
- Prepare and present data reports or summaries as required.
- Assist in the organization and management of electronic and physical documents.
- Ensure proper document version control and archiving.
- Provide administrative assistance to the department, such as photocopying, scanning, faxing, and filing.
- Assist in scheduling appointments, meetings, or conferences.

Fleet Administration

- Maintain detailed records of all fleet vehicles, including registration, insurance, and maintenance history.
- Keep track of driver information, licenses, and certifications.

"Take care of the land, and the land will take care of you."

- Ensure all documentation is up-to-date and in compliance with regulations.
- Coordinate vehicle scheduling to ensure efficient allocation of vehicles to various departments or projects.
- Monitor vehicle availability and recommend replacements or additions as needed to meet operational requirements.
- Other requirements based on the job description.

Requirements:

- High school graduate with a post-secondary certificate/diploma would be an asset.
- Proven experience in administration, fleet administration, or similar role.
- Possess a current and valid Canadian Driver's license with acceptable drivers abstract.
- Knowledge of vehicle maintenance and repair procedures.
- Familiarity with regulatory requirements related to fleet operations.

What makes you exceptional:

- Familiarity with regulatory requirements related to fleet operations.
- Proficiency in using fleet management software and computer skills.
- Excellent organizational skills (prioritizing, time management, record keeping, follow up).
- Exceptional attention to detail and accuracy.
- Strong interpersonal and communication skills.
- General knowledge of industry safety guidelines.
- Previous experience working with Indigenous Communities is considered an asset.
- Strong team player, self-motivated and proactive thinker.
- Some computer skills, including knowledge of Microsoft Word, Microsoft Excel, Microsoft Project and Adobe Acrobat are required.

What makes AEW LP special?

- Employee centered with the opportunity for personal development and growth.
- Be a part of a company that is inclusive and thriving.
- A competitive compensation package

Submit your cover letter and resume to:

Email: garchie@nntc.ca

In-person: #200-124 Seymour Street, Kamloops, BC.

The deadline for applications is open until filled.



**Nlaka'pamux Nation
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We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux

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