



## **JOB POSTING**

### **Office Coordinator**

#### **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](http://www.aewlp.ca) or our LinkedIn <https://www.linkedin.com/company/aew-limited-partnership/>

#### **Why Work with Us?**

A.E.W. LP is guided by a commitment to uphold Nlaka'pamux rights and environmental integrity. You will directly contribute to projects that respect and reinforce Nlaka'pamux values. We foster a supportive team environment where all voices are valued, and knowledge sharing is encouraged. We offer flexible work arrangements, including opportunities to work from home, and a strong emphasis on maintaining a healthy work-life balance with a competitive compensation package:

- A wage range of \$25 - \$28 per hour
- Matching Group Retirement Pension (1%-6%)
- Extended Health and Dental Benefits
- Paid vacation plus approximately five additional paid days during the holiday season

#### **The Role:**

A.E.W. Limited Partnership (A.E.W. LP) is seeking a part time, flexible, Office Coordinator to join us based in Kamloops, BC. The Office Coordinator supports the smooth daily operations of the organization by managing administrative tasks, coordinating office activities, and facilitating communication across departments. This role ensures an efficient, well-organized, and welcoming office environment while providing high-quality administrative support to staff, leadership, and external partners will:

- Serve as the first point of contact for visitors, clients, and vendors; manage phone and email inquiries professionally.
- Maintain a clean, safe, and well-organized office environment, including meeting rooms, common areas, and supply spaces.
- Oversee office supply inventory, equipment maintenance, and purchasing of supplies and services.
- Assist with mail distribution, courier coordination, and document management.
- Coordinate staff meetings, appointments, and events, including scheduling, room bookings, and materials preparation.

*Take care of the land and the land will take care of you*



- Support internal communications by distributing notices, preparing documents, and updating organizational calendars.
- Assist with onboarding logistics for new employees (workstations, technology setup coordination, orientation materials).
- Maintain accurate and confidential records, databases, and filing systems (digital and physical).
- Prepare and format correspondence, reports, presentations, and documents as required.
- Track invoices, receipts, and administrative expenses
- Liaise with IT, facilities, and external vendors for office-related issues and service needs.
- Track and support administrative components of key operational processes, such as project scheduling or compliance tasks.
- Contribute to continuous improvement of administrative systems, processes, and policies.
- Complete other tasks as assigned

**Requirements:**

- Diploma or certificate in Office Administration, Business Administration, or a related field (or equivalent experience).
- Possess a current and valid Canadian Driver's License.

**What makes you exceptional:**

- Experience operating in a dynamic environment requiring flexibility and teamwork.
- Demonstrated experience contributing positively within a team environment.
- Effective written and oral communication skills.
- Excellent organizational skills (prioritizing, time management, record keeping, follow-up).
- Exceptional attention to detail and accuracy.
- Proven ability to meet tight deadlines, manage conflicting priorities, and work well under pressure in a rapidly changing environment.
- Strong interpersonal and communication skills.
- Strong team player, self-motivated and proactive thinker.
- Excellent computer skills, including Microsoft Word, Excel, Project, and Adobe Acrobat

Submit your cover letter and resume to [garchie@aewlp.ca](mailto:garchie@aewlp.ca) or in person at 1212 McGill Street, Kamloops, BC. The deadline for applications is open until filled. *We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux*

