

#SLCCWhistler



Position Description

Title:	Administrative Support
Reporting to:	Manager of Sales
Overview:	Come work with us at the Tourism Industry Association of Canada National Indigenous Tourism Award winner of 2021. The Administrative Support will work collaboratively with the Manager of Sales to provide support to the leadership team; specifically, the sale and event departments. The Administrative Support will assist with contracts, communication with clients, email, workflow, data entry and other administrative duties.
About SLCC:	The Squamish Lil'wat Cultural Centre (SLCC), where mountains, rivers and people meet, embodies the spirit of partnership between two unique Nations who wish to preserve, grow and share our traditional cultures. The vision of the SLCC is to share our cultural knowledge to inspire understanding and respect amongst all people.

What we are counting on you for (deliverables and expectations):

- Open and distribute incoming email and other materials and coordinate the flow of information internally and with other departments and clients.
- Draft Banquet Event contracts and orders.
- Greet and communicate with guests and clients as required.
- Collaborate with Manager of Sales and Manager of Events to meet deadlines for client requests.
- Data entry and reporting for the leadership team.
- Liaise with clients, partners and all departments as needed.
- Follow all SLCC policies and procedures.
- Stay familiar with Public Health Officer orders around Covid-19.



Every Member of the SLCC Team

- One the best things about the SLCC is our small, close-knit team. While the above expectations are the majority of this role, it is expected that all team members will come together to help each other out, outside the boundaries of their job description.
- Lives the SLCC values of Passion, Empowerment, Collaboration and Equality
 - Passion: Has a voice in sharing the pride of cultures; creates a sense of connection and belonging; and brings a sense of humour.
 - Empowerment: Takes ownership and follows up; trusts self and each other; and openly ready to learn and grow through successes and mistakes.
 - Collaboration: Works closely with team towards a common goal; acknowledges differences and draws on each other's strengths; and shares own perspective while also being curious about other's perspectives.
 - Equality: We treat others as we would like to be treated, with fairness and respect.

What you will bring to our team (experience and attributes):

Attributes

- Exceptional oral and written communication skills.
- High level of organization, problem solving and decision-making abilities.
- Ability to work collaboratively with internal departments.
- Self-motivated with a positive attitude.
- Flexible with attention to detail.

Experience and Education

- Previous experience in administrative, sales, tourism or business is an asset.
- Proficient with Microsoft Office Suite.
- Comfortable using email system, such as Microsoft Outlook.
- Understanding of tourism within the Sea to Sky region an asset but not required.
- Knowledge or interest in Indigenous Culture.
- Cultural Sensitivity training considered an asset.
- Clear criminal background check.

Application and Selection Process:

- Please apply by sending your cover letter and resume to human.resources@slcc.ca by August 28, 2022.
- We are committed to diversity, equity and inclusion for all people and hire using these principals.

