



TK'EMLÚPS TE SECWÉPEMC

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	Public Works Administrative Coordinator
DEPARTMENT:	Planning & Engineering
SUPERVISOR:	Public Works Foreman
TERMS:	Full-time, Permanent
REFERENCE #:	2026-064

Purpose of Position:

The Administrative Coordinator provides support to the Public Works Foreman in the coordination and administration of departmental workflow.

This role assists with project-specific tasks, regulatory paperwork, submission deadlines, and serves as a resource for the Public Works team to ensure operations run efficiently.

The position performs a range of administrative and records management duties, including purchase orders, payroll and timesheet administration, maintaining accurate departmental records and statistics, supporting recruitment and onboarding processes, and updating policies and forms. The Administrative Coordinator also coordinates daily activities, including meetings and schedules, prepares agendas and minutes, and supports Public Works Leads with departmental projects.

Duties and Responsibilities:

1. Support daily functions of the Public Works Department (95%)

Under general direction from the Public Works Foreman, duties include:

- Support the Public Works Foreman, Public Works Leads in planning, organizing, and delivering departmental activities.
- Perform essential administrative and executive tasks to ensure smooth communication and action item follow-up.
- Prepare and handle correspondence, letters, memos, and other documents.
- Manage calls, messages, emails, visitor screening, and general inquiries professionally and efficiently.
- Receive information from the public and relay information to the department's field operations to ensure prompt response to service requests and emergency conditions.
- Enter and maintain work orders and related documentation.
- Maintain and manage the department's records including hard copy files, daily mail, electronic files and databases, financial records, and purchase orders.
- Prepare, collect, and organize safety documentation, forms, and compliance records.
- Track and process timesheets, crew logs, and daily activity reports.
- Assist with asset management data entry, updates, and record accuracy.
- Coordinate and prepare permit applications and documentation.

- Order materials, supplies, and parts required for field crews and operations.
- Track equipment hours, maintenance schedules, and inspection requirements.
- Organize on call schedules and support staff scheduling needs.
- Compile and present materials for meetings, workshops, and community sessions.
- Prepare meeting agendas, take minutes for toolbox or crew meetings, and track action items.
- Assist or arrange training for staff onsite or offsite including travel arrangements.
- Assist with content for Tk'emlúps te Secwépemc website within areas of responsibility.
- Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.

2. Other related duties as necessary (5%)

Financial Responsibility:

N/A

Supervision or Training Duties:

N/A

Special Requirements:

- Class 5 B.C. driver's licence.

Professional Certification, Education and Experience:

- A diploma in business accounting, office administration, or a related discipline is preferred.
- A minimum of three (3) years clerical/administrative experience - preferably in a municipal operations environment.

Skills and Abilities:

- Working knowledge of work orders, scheduling, job cost, customer relations systems.
- Working knowledge of accounting practices, general meeting procedures, minute taking and record keeping/file management practices, report writing techniques, and presentation/preparation needs.
- Strong understanding of public works, construction, or field operations.
- Proficiency with Microsoft Office (Outlook, Word, Excel).
- Highly organized, adaptable, and committed to supporting field teams.
- Excellent interpersonal, customer service and communication skills in both oral and written form.
- High attention to detail and strong record-keeping abilities.
- Ability to prioritize tasks in a fast-moving operational environment.
- Understanding of Secwépemc culture, traditions, and protocols is an asset.
- Commitment to professionalism, confidentiality, and ethical conduct.
- It is expected that all TteS employees be willing to continuously upgrade their skills and knowledge, and to further their formal training.

Benefits:

- Extended health, dental, and vision
- 7.6% Registered Pension Plan (RPP) matching and Life insurance

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts may be required.

PAY GRADE: Starting at \$22.59 – \$33.22 depending on education & experience.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is May 22, 2026 by 2:00pm

Submit Job Application Form, cover letter, resume, and references

online: <https://tkemlups.ca/employment/>

or at our Human Resources office #320 Chief Alex Thomas Way.

**Office Hours are Monday to Friday 8:00 am to 4:00 pm &
closed for lunch from 12:00 pm to 1:00 pm**

**We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>**

Any late submissions or submissions without the job application form will not be considered.