



# The Prince George Nechako Aboriginal Employment & Training Association

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## JOIN THE TEAM AT PGNAETA!

### Workplace Based Training Experience

PGNAETA is advertising a six month developmental/training experience in Customer Service on the Administration team. This is an entry level training experience and is open to all males and females who meet the following criteria:

Interested applicants must:

- Be known for possessing an excellent attitude and a good sense of humour
- Be energetic and have a genuine interest in seeing Indigenous people advance

Qualities and Skills the candidate must demonstrate:

- Personal Suitability
  - Professional and courteous
  - Resourceful, innovative and Solutions focussed
  - Basic Knowledge of the Indigenous community served by PGNAETA
- Communication skills
  - Excellent verbal skills, Strong written/correspondence skills, Technology oriented
- Approachable
  - Ability to adapt to a constant flow of activity
  - Ability to adapt to diverse and demanding environment
  - Ability to maintain confidentiality
- Office Skills
  - Typing speed of 40 wpm (typing test will be administered)
  - Computer knowledge of Windows, Microsoft word, Powerpoint an asset
  - Experience with fax, copier, printers an asset

If you feel that you are the person for this opportunity and are looking for a developmental experience in administration please mail or fax an application package to Shirley Layton, Executive Assistant at the above address. Your application must include: cover letter, resume, confirmation of a class 5 drivers licence or an "N", and two letters of reference (one professional and the other a personal reference). Please note....only complete packages will be accepted for screening! Applications will be accepted until the position is filled.

\*\*In accordance with Section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal Ancestry\*\*