



May 3, 2016

MINUTE TAKER REQUIRED

St'át'imc Chiefs Council is seeking interested individuals to be an On-Call Minute Taker. An Orientation will be provided.

QUALIFICATIONS:

- Typing speed 40-50wpm
- Previous experience required for minute taking (imperative for motions/voting etc)
- Individual must have fast and accurate typing skills to transcribe minutes using laptop (laptop will be provided)
- Knowledge of using computer programs i.e. Microsoft Word and Excel.
- Possess driver's license and access to a reliable vehicle.

EXPECTATIONS:

- Attend meeting and provide final draft of minutes within 1 weeks' time.
- Subject to sign a confidential form

APPLICATION:

Interested Individuals can send their resume and cover letter:
ATTN: Margaret Michell, SGS Administrative Assistant

Email: adminassistant@statimcgs.org

Fax: (250) 256-0445

In person: 10 Scotchman Road

Canada post: box 2218
Lillooet, BC, V0K 1V0

DEADLINE: Open, as this is on call basis

