



Stó:lō Service Agency

Bldg. # 8A - 7201, Vedder Road
604.858.3366

Chilliwack, B.C., Canada, V2R, 4G5
jobs@stolonation.bc.ca

May 1st, 2026

OFFICE ADMINISTRATOR (EXTERNAL)

Stó:lō Service Agency (SSA) requires the services of an **Office Administrator** to fill a vacancy with the **Health Services Team**. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. Please self-identify on your cover letter or resume.

The **Office Administrator** provides essential support to Health Services Administrative Assistants and ensures the smooth daily operation of multidisciplinary health teams. This role facilitates culturally safe service delivery and maintains effective communication with clients, staff, and community partners. Working alongside care providers and Elders, the Administrator handles sensitive situations with professionalism, cultural humility, and strict adherence to protocol.

The successful candidate will work out of the Chilliwack office - Building 7 - and will report to the Health Services Executive Assistant.

QUALIFICATIONS (EDUCATION/EXPERIENCE):

- Minimum of one (1) year of post-secondary education relevant to the role (Social Services, Business/Administration, or related field) and/or equivalent experience.
- Minimum experience of two (2) years in an administrative role.
- Proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms.
- Experience working with Indigenous peoples and communities, with an understanding of historical impacts and trauma.
- Demonstrated leadership, team building, analytical, problem-solving, and coordination skills.
- Ability to demonstrate stress management and time management skills.
- Flexibility and demonstrated sound work ethics.
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations.
- Must maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and SSA.
- Current WHIMIS, Safe Food Handling, CPR & AED certification (preferred).

Successful candidates will be required to provide the following if screened in for an interview:

- Proof of education documentation.
- Professional references: Names and email addresses of two references.
- Must hold and maintain a valid Class 5 BC Drivers' License.
- Must successfully pass the required pre-employment RCMP Criminal records Check.

SALARY RANGE:

Starting range \$28.00-30.00 per hour (based on qualifications/experience).

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

May 15, 2026.

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and cover letter.** Please include position title on subject line. As this is an Interdepartmental/Internal job posting, all applicants must meet the posting criteria. Send to:

Stó:lō Service Agency Personnel Department
Bldg. 8A, floor 1 - 7201 Vedder Road
Chilliwack, BC, V2R 4G5
Email: jobs@stolonation.bc.ca

For more information about this and other employment opportunities, visit www.stolonation.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.