



# KISPIOX BAND COUNCIL

1336 Kispiox Valley Road, Kispiox, B.C. V0J 1Y4  
Phone 250-842-5248 or 250-842-5249 Fax 250-842-5604

Kispiox Band is inviting highly motivated, talented and knowledgeable professionals for the following full or part time employment and/or contract positions to join our vibrant team:

- **Accountant/Senior Bookkeeper (knowledge of AccPacc Sage 300 and / or Xyntax an asset, production of monthly financial statements required)**
- **Executive Coordinator (proposals writing essential)**
- **Business Development and Marketing Coordinator**
- **Income Assistance (SA) Coordinator**
- **Housing Facilitator**
- **Capital Projects and Assets Condition facilitator**
- **Administrative Assistant**
- **Receptionist (3-5 months contract)**
- **Janitor**

All positions are term for 1 year with a strong prospect of leading into permanent positions.

No remote/online contracts will be accepted, the positions require the individual being based at Kispiox Band administration office.

**Please provide your express of interest (cover letter and resume), valid credentials and three references to:**

Blanka Jecminkova, MA.Sc.Eng.

Band Manager

1336 Kispiox Valley Road

Kispiox BC V0J 1Y4

Fax 250-842-5604

e-mail: [bandmanager@kispioxband.ca](mailto:bandmanager@kispioxband.ca)

**Closing date: October 31, 2020 at 4 p.m.**