LOWER KOOTENAY BAND
3425 Hwy 21/Old Community Rd, Creston, BC V0B 1G2 Ph:250-428-4428

Job Title:	IT Support / Administrative Assistant	
Location:	**Type of Position:** ☒Full Time ☐Part Time ☐Seasonal _____ ☒Year Round	**Hours:** **35 Hours / Week** 8:30am – 3:30pm

Job Description:

The IT Support / Administrative Assistant plays a vital role in supporting the operational efficiency of the Lower Kootenay Band (LKB) through effective data management, IT coordination, and administrative organization. This position provides technical support to staff, maintains accurate asset and inventory systems, and ensures that administrative and operational functions run smoothly. The successful candidate will possess strong organizational skills, attention to detail, and the ability to work collaboratively across multiple departments including Health, Housing, Operations, and Administration.

Responsibilities and Duties:

Administrative Support

- Accurately input and maintain asset management data for Facilities, Operations, Housing, and Health departments using Upkeep software.
- Support the Maintenance Director with invoice creation, billing, and funding source tracking.
- Maintain financial literacy when coding receipts and tracking expenses to appropriate GL codes.

Inventory and Asset Management

- Develop and maintain digital inventory systems for electronics, youth group items, and general equipment.
- Create and manage a tracking system for cleaning supplies to ensure adequate stock and timely reordering.
- Maintain records of keys and program key fobs to ensure proper access control and security.

- Provide scheduling and reminder systems for maintenance, expiring licenses, annual inspections, and other critical operational deadlines.
- Manage registration and insurance for organizational vehicles, ensuring documentation remains current and compliant with regulations.

IT Support

- Offer frontline IT support to staff, troubleshooting hardware, software, and connectivity issues.
- Liaise with Ktunaxa Nation Council (KNC) IT support to address complex technical issues and coordinate network or system updates.
- Oversee communication systems including phones, fax machines, and other office technology.
- Assist staff in using digital tools effectively and provide guidance on basic IT functions when needed.

Health Unit and Departmental Support

- Develop inventory and supply tracking systems for the Health Unit, monitoring high-use and infrequent-use items to optimize ordering and reduce waste.
- Support data tracking and reporting needs across departments to ensure timely access to operational information.
- Collaborate with departments to identify data and system needs, providing tailored solutions that enhance efficiency and support strategic goals.

Qualifications / Requirements:

- Post-secondary education in Information Technology, Business Administration, or a related field preferred.
- Strong computer literacy, including proficiency with Microsoft Office Suite, inventory or asset management systems, and cloud-based tools.
- Excellent organizational and communication skills.
- Ability to manage multiple priorities with accuracy and attention to detail.
- Knowledge of Indigenous community governance and operations considered an asset.

Created and Approved By: Matty Fedorowich	**Title:** Human Resource Administrator
Date: November 2025	