

K'en T'em



JOB POSTING

Cultural Heritage Logistics Coordinator

JOB TITLE: Cultural Heritage Logistics Coordinator
REPORTS TO: Environmental Service Manager
TERM: Full-time, permanent position
PAY SCALE: \$24.00-\$31.00 per hour
*A \$800 signing bonus may be considered for the successful applicant
START DATE: May 20th, 2025
CLOSING DATE: May 16th, 2025



K'en T'em Limited Partnership (KTLP) is a for-profit corporation committed to providing the Nlaka'pamux people of the eight Citxw Nlaka'pamux Assembly (CNA) Participating Bands with the resources that will help them efficiently create, manage and operate business opportunities. We are leaders at putting cross-cultural values at the forefront of our business while prioritizing simple, efficient, integrative solutions that meet the unique needs of our clients.

K'en T'em is seeking exceptionally talented and enthusiastic individuals with a keen interest in business administration to join our team for the position of Cultural Heritage Logistics Coordinator for this field season. All work is office-based, with the majority of this year's heritage work occurring at the Highland Valley Copper Mine site. Must have own means of transportation. On-the-job training will be provided.

Duties and Responsibilities

- Engaging with KTLP's Cultural Heritage staff to ensure availability is effectively communicated,
- Ensuring staff are adequately trained and certified to work on projects,
- Coordinating and scheduling Cultural Heritage crew members to correct work sites,
- Answering phone calls as needed,
- Quality control of data submissions,
- Working in conjunction with Finance to complete billing and invoicing for Cultural Heritage projects,
- Adhering to internal and external health and safety programs and policies,
- Performing all duties in accordance with KTLP policies, standards and procedures,
- Maintaining confidentiality in all matters related to our community,
- Work as part of multi-organizational crews with individuals of all backgrounds, and
- Performing additional related duties and responsibilities as requested, and
- Other ad hoc duties as assigned by the Report Supervisor/Designate.

Knowledge, Skills and Abilities

- Proficiency in Microsoft Office 365 + SharePoint applications,
- Administrative and organizational skills,
- Self-motivated and able to work individually or with minimal guidance,
- Strong communication and interpersonal abilities.
- Strong attention to detail,
- Willingness to learn knowledge of nłe?kepmx cultural values, nłe?kepmx protocols, and beginner nłe?kepmxcín, and
- Recognizes and respects cultural diversity.

Skills/Qualifications

- Proven ability and experience with coordinating and liaising,
- Exceptional verbal and written communication skills, technical report writing skills, and project management skills,
- A valid BC class 5 driver's license,
- Previous work with Indigenous Government or Organizations is an asset, and
- Experience with working on large work programs with multiple team members.



Please submit your cover letter and resume to:

Attn: K'en T'em Human Resources

Email: HR@kentem.ca- Cultural Heritage Logistics Coordinator

In Person: 2025-Unit A Granite Ave, Merritt BC

Mail: PO Box 618, Merritt, BC V1K 1B8

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. K'en T'em respects the privacy of all applicants and the confidentiality of personal information.