



CAYUSE FLATS TRANSPORTATION

99 HWY 99, UNIT 1

LILLOOET, BC V0K 1V0

PH: 250-256-3715 E-MAIL: ADMIN@CAYUSEFLATS.COM

Position 1: Part Time/Casual Office Assistant

Open Date: August 25, 2025

Close Date: Once Filled

Wage: \$20.00 - \$22.00, Depending on experience

We are looking for the right candidate to join our growing team at Cayuse Flats Transportation LP

The **Office Assistant** will assist with all Office Duties as required and will be required to cover vacation and sick days.

- Proficient in Microsoft Office programs
- Data entry, preparing waybills, scanning filing and photocopying
- Receive and scan freight
- Maintain Petty Cash and Bank Deposits
- Timesheet preparation for Payroll
- Assist with other Office tasks as needed
- Assist in Warehouse, Operate Forklift (willing to train right candidate), must be able to lift up to 50lbs

Candidates must have no prior issues or legal claims with Sekw'el'was, Cayoose Creek Band, or CCDC et al, including issues or claims under the Cayoose Standards of Conduct.

Preference will be given to Sekw'el'was, St'at'imc or Indigenous person(s).

Resumes can be submitted to **admin@cayuseflats.com** or drop off in person at the Cayuse Flats Transportation warehouse.