




MAY 6, 2026



OPEN POSITIONS:

- ✓ **HR COORDINATOR**
- ✓ **ACCOUNTING CLERK I**
- ✓ **Q CROSSING SHELL - SUPERVISOR
& SERVICE CHAMPION**
- ✓ **HIGH SCHOOL SUMMER EMPLOYMENT**



	JOB POSTING
	<p>Human Resources Coordinator Department: Administration Reports to: HR Manager</p>

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Summary

We Wai Kai Nation is seeking a detail-oriented and service-focused HR Coordinator to provide administrative and operational support to the Human Resources function across We Wai Kai Nation’s Administration and business entities.

This role is essential to maintaining accurate HR records, supporting recruitment and onboarding, coordinating benefits administration, assisting with workplace injury and return-to-work documentation, and supporting the HR Manager with HR processes and day-to-day employee inquiries.

Responsibilities:

Administrative & HR Operations Support

- Maintain confidential HR files, digital records, and tracking systems with a high degree of accuracy.
- Prepare HR documentation using approved templates, including:
 - Offer letters
 - Employment contracts
 - Orientation packages
 - Draft correspondence related to expectations and required discipline
- Manage the HR inbox, schedule meetings, coordinate HR-related appointments, and respond to general inquiries.
- Assist with gathering documentation and organizing materials to support workplace investigations and HR case files.
- Prepare HR reports, spreadsheets, and data summaries as requested.

Recruitment & Onboarding Support

- Draft and post job advertisements across approved platforms.

- Coordinate recruitment administration including applicant tracking, scheduling, and candidate communication.
- Coordinate interviews, reference checks, and onboarding activities.
- Prepare onboarding paperwork and set up employee files, checklists, and HRIS entries.

Benefits & Payroll Administration Support

- Support benefits administration including enrollments, changes, and terminations.
- Track eligibility dates, probation completion, and benefit start dates.
- Respond to basic benefit-related inquiries.
- Support payroll administration by assisting with documentation and reporting
- Liaise with external providers and service partners for documentation support and claims coordination.

Workplace Injury / Return-to-Work Support

- Assist with completing and submitting incident and injury documentation as required.
- Track workplace injury claims and maintain organized files and status updates.
- Support return-to-work coordination by preparing documentation, tracking follow-ups, and assisting with scheduling.
- Assist with safety-related administrative support such as training record tracking and committee coordination.

HRIS Implementation & HR Systems Support

- Support HRIS implementation activities including file cleanup, data entry, and record validation.
- Assist with HRIS data migration, system testing, and ensuring accurate employee records.
- Maintain accurate HRIS entries and support ongoing system updates and reporting.

Qualifications & Experience

- Certificate or diploma in Human Resources, Business Administration, or a related field is preferred.
- 1–3 years of experience in an HR support, payroll support, or administrative role.
- Strong organizational skills and attention to detail, with the ability to manage competing priorities.
- Strong written and verbal communication skills.
- Proven ability to maintain confidentiality, discretion, and professionalism.
- Proficiency with Microsoft Office (Outlook, Word, Excel). Experience with HRIS systems is an asset.

Skills & Competencies

- Strong administrative capability and ability to work in a fast-paced environment.
- Working knowledge of HR best practices and employment-related documentation.
- Familiarity with workplace policies and HR compliance requirements is an asset.
- Ability to work respectfully and effectively with employees, leadership, and community members.
- Strong judgment, professionalism, and sensitivity when handling confidential matters.

- Ability to follow established processes and contribute to improving systems over time.
- Experience working in an Indigenous governance or community environment is considered an asset.

This position is nominally scheduled to work Monday to Friday dayshift 8:30am – 4:30pm but will often require flexibility and additional time to deliver its supportive mandate. Works independently and collaboratively inclusive of regular supervision.

Job Type: Full time, Permanent

Hourly Wage: \$32 - \$41 per hour


Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

To apply, please submit your resume and cover letter directly to careers@wewaikai.com.

We Wai Kai Nation is an equal opportunity employer and is committed to fostering an inclusive, respectful, and barrier-free workplace. We welcome applications from all qualified individuals.

As permitted under applicable law, We Wai Kai Nation gives preference to qualified Indigenous applicants. Applicants are encouraged to self-identify in their application.

	JOB POSTING
	Accounting Clerk 1 Department: Finance Department Reports to: CFO

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Position Overview

Reporting to the CFO, the Accounting Clerk 1 is responsible for supporting the day-to-day financial operations of We Wai Kai Nation, with a primary focus on Accounts Payable processing and general bookkeeping functions. This position plays an important role in ensuring accurate financial data entry, timely vendor payments, and well-organized financial records.

The Accounting Clerk 1 will also provide cross-functional support and coverage across other finance functions, including Payroll and Accounts Receivable, contributing to efficient operations and continuity across the finance team. This role is well-suited for a developing bookkeeper who is technically capable, adaptable, and interested in professional growth.

This job description provides a general overview of the duties and responsibilities of the Accounting Clerk.

Responsibilities

Accounts Payable

- Receive, review, verify, code, and enter vendor invoices into the financial system.
- Ensure invoices are matched with purchase orders, receiving documentation, and approvals as required.
- Confirm invoices comply with Nation policies and financial procedures.
- Maintain accurate vendor files and supporting documentation.
- Prepare Accounts Payable payment batches and ensure payments are processed accurately and on schedule.
- Coordinate payment timelines and ensure appropriate approvals are obtained prior to issuing payment.
- Respond to vendor inquiries and resolve invoice discrepancies in a professional and timely manner.
- Reconcile vendor statements and follow up on outstanding credits, missing invoices, or disputed charges.

General Accounting & Bookkeeping Support

- Ensure source documents are accurately entered into the financial system.
- Assist with General Ledger coding accuracy and prepare basic journal entries as assigned.
- Assist with reconciliations of assigned accounts, including vendor accounts and clearing accounts.
- Maintain bookkeeping for Cape Mudge cigarette accounts (or other assigned program accounts).
- Support accurate recordkeeping and audit readiness through consistent documentation standards.

Payroll Support (Cross-Training / Backup)

- Provide clerical and administrative support to payroll processes as required.
- Assist with tracking approved payroll documentation (timesheets, leave forms, benefit changes).
- Assist in maintaining secure filing and documentation related to payroll records.
- Support payroll coverage during absences as directed by the CFO (training will be provided).
- Accounts Receivable & Cash Receipt Support (Cross-Training / Backup)
- Assisting with customer/client invoicing and receipt tracking.
- Assist in preparing deposits and supporting cash receipt documentation.
- Assisting with Accounts Receivable follow-up and maintaining accurate AR records.
- Supporting internal departments with billing and payment-related inquiries.

Reporting & Month-End Support

- Assist with month-end tasks such as reconciliations, documentation gathering, and filing.
- Support internal reporting needs related to AP activity, invoice tracking, and spending summaries.
- Identify and report coding issues, missing approvals, or irregularities to the CFO.

Process Improvement & Systems Support

- Support continuous improvement of finance workflows to increase efficiency and accuracy.
- Participate in process improvement initiatives such as AP automation, workflow approvals, and digitization of files.
- Assist with developing and maintaining checklists and written procedures to support cross-training and coverage.
- Support finance software changes and system upgrades, including ERP improvements.

Confidentiality & Privacy

- Maintain strict confidentiality of financial and personal information.
- Ensure financial documents are securely stored and accessed only by authorized personnel.
- Follow all Nation policies related to privacy, confidentiality, and records management.
- Handle sensitive financial data with integrity, discretion, and professionalism.

Collaboration & Team Support

- Work collaboratively with Finance team members to ensure consistent practices and strong coverage.
- Communicate respectfully with vendors and internal departments regarding invoices, documentation, and approvals.
- Assist other Finance team members during peak periods or staff absences.
- Contribute to a positive, team-oriented environment focused on shared success and service excellence.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their

own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

Confidentiality and Privacy

In the course of working for the Nation, employees may become aware of confidential business and personal information, including information about other employees and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the Nation.

Key Contacts

- Vendors
- CFO and other Finance staff
- Executive Director
- Department managers and staff

Qualifications

- Post-secondary accounting coursework is an asset.
- Minimum 2–4 years of experience in bookkeeping, Accounts Payable, or an accounting clerk role.
- Working knowledge of Accounts Payable processes and financial controls.
- Strong computer skills and intermediate to advanced knowledge of MS Office.
- Ability to manage deadlines and maintain accuracy in a fast-paced environment.
- Strong organizational skills, attention to detail, and reliability.
- Ability to work independently and collaboratively as part of a team.
- Clean criminal record check.
- Experience using Adagio accounting software is an asset.
- Experience with finance system upgrades, ERP implementation, or workflow automation.
- Experience working in First Nations administration, funding environments, or government reporting contexts.
- Familiarity with AP automation, paperless documentation systems, and process improvement initiatives.
- Understanding of Indigenous Services Canada (ISC) funding environments and reporting.

Personal Attributes

The ideal candidate will have a strong bookkeeping foundation and a willingness to learn and grow professionally. They will be adaptable, flexible, and comfortable working in a changing environment, with a strong work ethic and a high level of accountability. The successful candidate will demonstrate professional communication skills, a customer service mindset, and a team-oriented approach, including a willingness to support cross-coverage responsibilities. Sound judgment and the ability to maintain confidentiality when handling sensitive financial and personal information are imperative.

Physical Requirements and Working Conditions


This position is nominally scheduled to work Monday to Friday dayshift but will occasionally require flexibility and additional time to deliver its leadership mandate. Works independently and collaboratively inclusive of regular supervision.

Hourly Wage: \$31-33 per hour
Job Type: Full-time, permanent

Please submit your resume and cover letter to careers@wewaikai.com.

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	JOB POSTING
	Supervisor Reports to: Store Manager and Assistant Manager

About us

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Position Overview

The Shell Service Station is seeking an experienced Supervisor to join our team. The successful candidate will work along side our management team, Service Champions, and the We Wai Kai Nation. This is an essential role, providing exceptional customer service with a positive outlook to make a difference everyday, inspiring the team to do the same.

This station is a one stop shop for all your automotive needs and convenience essentials. From fueling your vehicle with gas, diesel, or propane to pampering it with a high-end carwash, we got you covered. The convenience store has snacks and essentials which you might need for your trip., and an ATM. We are committed to provide top class and seamless experiences to our customers.

Responsibilities and Duties

Service Champion Supervisors should be able to be productive complete duties and responsibilities on their own. Provide guidance to staff and staff alike leading by example.

- Complete hiring documentation and onboarding tasks, including WorkJam, in accordance with company policies
- Deliver outstanding customer service by engaging with customers, resolving concerns, and escalating issues when needed
- Operate POS systems accurately and complete daily and monthly inventory counts
- Monitor store activity to prevent theft and respond to safety concerns or emergencies
- Lead by example by being punctual, in uniform, and accurately using the time-clock system
- Train, motivate, and support team members to create a positive, customer-focused environment
- Perform general store and janitorial duties to maintain cleanliness and presentation, including:
 - Cleaning floors, pumps, bathrooms, shelves, and food/beverage stations
 - Stocking and receiving merchandise, lottery, tobacco, and ice products

- Maintaining the forecourt and cleaning fuel or gas spills
- Pumping propane

Working Conditions


- Flexible availability including mornings, evenings, weekends, and holidays
- Ability to lift up to 25 lbs and work in a fast-paced environment
- Strong multitasking, time-management, and teamwork skills
- Commitment to supporting one another with care, respect, and professionalism

Hourly wage: \$20.36

This position may be fulltime or parttime depending on the successful candidate.

To apply, please submit your resume and cover letter to Crystal.King@quinsamshell.ca or Christine.Rudiger@quinsamshell.ca, or drop off a resume in-store.

We thank all applicants for their interest in the role however only shortlisted candidates will be contacted.

	JOB DESCRIPTION
	Supervisor Reports to: Store Manager and Assistant Manager

About us

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Responsibilities and Duties

Customer Service & Store Operations

- Provide friendly, professional, and efficient customer service at all times
- Respond to customer concerns, de-escalate issues, and ensure customers feel heard and supported
- Operate the POS system accurately (cash, debit/credit, lotto, cigarettes, etc.)
- Support daily workflow to ensure tasks are completed efficiently during the shift

Leadership & Team Support

- Lead by example and promote a respectful, customer-focused workplace culture
- Coach, motivate, and assist team members to meet expectations and maintain productivity
- Support training of new employees as directed by management
- Communicate issues, concerns, and operational needs to management promptly

Inventory & Merchandising

- Assist with receiving deliveries, verifying invoices, and stocking shelves
- Maintain product presentation through front-facing, rotation, and restocking
- Complete daily or monthly inventory counts as assigned
- Support stocking of regulated products (lotto and tobacco) according to policy

Cleanliness & Site Maintenance

- Maintain cleanliness of the store, washrooms, and customer areas
- Complete shift cleaning tasks such as sweeping, mopping, wiping shelves, and garbage removal
- Maintain coffee/slush/food service areas according to training and cleaning standards
- Ensure forecourt and pump areas are tidy and free of debris

Safety, Security & Loss Prevention

- Monitor customer activity and follow procedures to prevent theft and loss
- Stay alert to safety hazards, emergencies, spills, and incidents
- Clean up fuel spills and report hazards immediately following safety procedures
- Follow all WorkSafeBC, WHMIS, and company safety requirements
- Pump propane only after training and authorization

Administrative & Attendance Expectations

- Complete onboarding/hiring package requirements and WorkJam tasks
- Follow policies and procedures as updated from time to time
- Maintain punctual attendance and proper uniform standards
- Use the time clock correctly for all shifts and breaks

Qualifications

- Minimum 1 year of customer service experience (retail, gas station, or hospitality preferred)
 - Previous supervisory or leadership experience is an asset
 - Strong communication and conflict-resolution skills
 - Ability to work independently and take initiative
 - Strong time management and ability to multitask in a fast-paced environment
 - Ability to maintain confidentiality and professionalism
 - Basic math skills and comfort handling cash transactions
 - Ability to follow written checklists, safety procedures, and policies
 - Preferred / Asset Qualifications
 - Experience with POS systems and inventory processes
 - First Aid certification (asset)
 - WHMIS certification (asset or willingness to complete training)
 - Experience handling propane or fuel station operations (asset)
-

Working Conditions:

- Must be available for shift work, including early mornings, evenings, weekends, and holidays
- Must be able to lift up to 25 lbs
- Work is performed in a busy retail environment with frequent interruptions
- Role includes indoor and outdoor work in varying weather conditions
- Must be able to stand and walk for extended periods

As an employee at Quinsam Crossing Shell Station I confirm I have read and understand, the responsibilities outlined above and agree to comply with the policies and procedures of We Wai Kai Nation and Quinsam Service Station.

Employee Signature: _____

Date: _____

Name: _____

	JOB POSTING
	Service Champion Reports to: Store Manager, Assistant Manager, and Supervisor

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The Shell gas station at Quinsam Crossing is seeking a Part-time or Full-time Service Champion. Owned and operated by We Wai Kai Nation, this location is a one stop shop for all your automotive needs and convenience essentials. From fueling your vehicle with gas, diesel, or propane to pampering it with a high-end car wash, we've got you covered. The convenience store has snacks and essentials which you might need for your trip, and an ATM. We are committed to providing top-class service and a seamless experience for our customers.

Position Overview

We are currently seeking a Service Champion to join our team. As a Service Champion you will play a key role in daily operations, ensuring that the station runs smoothly during your shift. You will assist with customer service, help maintain store cleanliness and organization, while upholding Shell's standards and safety protocols.

Responsibilities:

- Lead by example to provide top-notch customer service.
- Support team members during shifts assisting in duties and tasks where needed.
- Open or close the store, following proper procedures with a supervisor.
- Handle cash, point-of-sale (POS) transactions, and daily reconciliations.
- Maintain a clean and organized store and forecourt.
- Assist with restocking shelves
- Ensure compliance with health, safety and Shell standards.
- Ensure customer issues are escalated to management when necessary.

Qualifications

- Previous experience in retail, convenience store, or fuel station operations preferred.
- Excellent communication and organizational skills.
- Reliable, punctual, and self-motivated.
- Comfortable working in a fast-paced, team-oriented environment.
- Must be legally eligible to work in Canada.

Hourly wage: \$18.36

This position may be fulltime or parttime depending on the successful candidate.

To apply, please submit your resume and cover letter to Crystal.King@quinsamshell.ca or Christine.Rudiger@quinsamshell.ca, or drop off a resume in-store.

We thank all applicants for their interest in the role however only shortlisted candidates will be contacted.

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	Service Champion Reports to: Store Manager , Assistant Manager and Supervisor

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Position Summary

The Service Champion (Clerk) is a frontline customer service role responsible for providing a friendly and efficient experience for all customers at Quinsam Service Station. This position supports daily store operations including cashier duties, maintaining cleanliness standards, stocking shelves, receiving inventory, and assisting with safety and loss prevention practices. Service Champions are expected to work productively after training, follow policies and procedures, and contribute to a respectful, team-based work environment.

Key Responsibilities

Customer Service & Cashier Duties

- Provide exceptional customer service by greeting customers, listening to needs, and responding professionally
- Handle customer concerns and report complaints or issues to the Supervisor or Manager
- Operate the POS system accurately (cash, debit/credit, lotto, tobacco, etc.) after training
- Process transactions efficiently and maintain accuracy when handling cash

Store Operations & Merchandising

- Stock shelves, rotate product, and ensure items are front-faced and presentable
- Receive deliveries, check invoices, and assist with putting products on shelves
- Support daily operations by completing assigned tasks and helping maintain store readiness
- Assist with filling lottery and cigarette stock according to policy

Cleanliness & Site Maintenance

- Maintain a clean and organized workspace at all times
- Complete shift cleaning duties including sweeping, mopping, wiping shelves, and garbage removal

- Clean washrooms according to checklists and required standards
- Maintain coffee/slush bar and customer service areas according to training
- Clean pump areas and ensure forecourt is tidy and free of debris

Safety, Security & Loss Prevention

- Stay alert to suspicious activity and follow loss prevention practices
- Monitor the surrounding area for hazards, emergencies, or preventable incidents
- Clean up fuel spills and report incidents immediately following safety procedures
- Support a safe environment by following WorkSafeBC, WHMIS, and company procedures
- Serve propane only after completion of training and authorization

Administrative & Attendance Expectations

- Complete onboarding/hiring package requirements and WorkJam tasks
- Follow station policies and procedures (as updated from time to time)
- Arrive on time, wear required uniform, and maintain professional appearance
- Use the time clock correctly for all shifts and breaks

Qualifications & Requirements

- Customer service experience is preferred (retail, hospitality, or service station experience is an asset)
- Strong communication skills and ability to work well with the public
- Ability to follow direction, learn procedures, and work independently after training
- Ability to multitask in a fast-paced environment
- Reliable attendance and punctuality
- Basic math skills and comfort handling cash transactions
- Ability to work respectfully with a diverse team and community members
- WHMIS certification or willingness to complete training
- Food Safe and First Aid certification (asset)

Working Conditions

- Must be available for shift work including early mornings, evenings, weekends, and holidays
- Must be able to lift up to 25 lbs
- Work is performed in a busy retail environment with frequent interruptions
- Work includes both indoor and outdoor duties in varying weather conditions
- Must be able to stand and walk for extended periods

Acknowledgement

As an employee of Quinsam Service Station, I confirm I have read and understand the responsibilities outlined above and agree to comply with the policies and procedures of We Wai Kai Nation and Quinsam Service Station.

Employee Signature: _____

Date: _____

HIGH SCHOOL SUMMER EMPLOYMENT PROGRAM



HOW TO APPLY:

Employment Period:
July 6 - August 28, 2026

Application Closing Date:
June 15, 2026 @ 4:30pm

Send resumes with cover
letter and expression of top
3 areas of interest to:
rachel.west@wewaikai.com

Possible opportunities in (but not limited to):

- Quinsam Shell
- Starbucks
- We Wai Kai Campground
- Community Wellness
- Public Works

Open to students 15 - 18 years old.
Must be returning to school in Sept.