



Naut'sa mawt Event Management
330-6165 Highway 17A, Delta, B.C V4K 5B8
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Remote Notetakers/Editors

We're looking for efficient notetakers to take detailed notes during meetings in a corporate and government setting.

If you are a proficient typist with experience taking notes, and have excellent grammar, editing, and spelling skills, then you are our ideal candidate!

We are looking for someone with flexible hours, good critical thinking skills and the ability to work efficiently to meet quick turnaround times for our clients.

The position is fully remote and therefore requires basic online technical expertise. Experience using the Zoom platform and transcription programs is considered an asset.

This is a part-time, casual, contract position and is a great opportunity for someone who has extra time during the day, Monday to Friday. Please note that successful candidates will be required to sign Non-Disclosure Agreements.

Applicants must submit a cover letter with their resume to Ricky Grewal at rickyg@nautsamawt.com.

As an Indigenous-owned organization, we are an equal opportunity employer and encourage Indigenous people to apply as well as those with other ethnic backgrounds.