

JOB POSTING

EXECUTIVE ASSISTANT (EA)

We are the **Kwakiutl Band Council** and we love what we do! We are a dynamic team of professionals serving the community. If you have a can-do attitude, are highly organized, flexible & want to be part of a busy team then we'd love to hear from you!

Position summary: The **Executive Assistant (EA)** supports the Band Manager by performing a variety of administrative and organizational tasks. He or she must be a self-starter, have strong attention to detail & be exceptionally organized. The EA reports to the Band Manager.

What you'll do:

- Serve as primary point of administrative contact / liaison
- Receive, process, distribute files & correspondence
- Fax, e-mail & snail mail
- Maintain & organize copies of bylaws, policies & other important documents
- Research issues / engage in various projects
- File & organize an assortment of documents
- Coordinate, book & confirm travel/hotel arrangements
- Coordinate & reconcile travel/hotel receipts for reimbursement
- Coordinate calendars & manage time/schedules
- Organize Meetings: Book rooms/dates, set-up meeting space, take minutes, create agendas, prepare reports, coordinate refreshments/food if required, provide copies, filing
- Set-up & maintain meeting space
- Other duties assigned by Band Manager

Our ideal candidate:

- Post-secondary education in office management or business administration
- Several years of office-related experience in a similar position
- Sound knowledge in office management principles/procedures
- Ability to work with sensitive material & adhere to strict confidentiality
- Ability to work independently, expeditiously, under tight timeframes with competing priorities
- Strong interpersonal & communication skills – ability to work with a wide range of persons
- High level of computer skills; especially with MS Office, Internet & search engines Ability to exercise tact & diplomacy concerning sensitive/confidential issues
- Knowledge of cultural protocols & valid class 5 driver's license
- Criminal Record Check - *required*

Term: Full-time, 8:00am to 4:00pm, Monday to Friday (occasional hrs on weekends/evenings)

Compensation: Competitive wage (and benefits after 3 months)

Competition Closes: Open until filled – position to start asap



Please forward your cover letter and resume via e-mail for fax to:

Dwayne Worthing, Director of Human Resources
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