



EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT

Quatsino Band Council
305 Quattishe Rd
Coal Harbour, BC V0N 1K0
Tel.: 250-949-6245
Fax: 25-949-6249

The Quatsino Band Council is seeking to hire a dynamic and self-motivated individual for the Executive Assistant position. The Quatsino First Nation is located near Coal Harbour on the north end of the Vancouver Island.

Job Description:

The Executive Assistant reports directly to the Council. This position provides a high level of administrative support to the Chief & Council; prepares meeting agendas, arranges Chief & Council meetings, conducts background research, prepares correspondence, travel itineraries/arrangements, etc.

Specific Duties:

- Responding to and fielding telephone calls, relaying messages to the appropriate party, and handling incoming communications such as email and formal letters.
- Manage calendars, plan meetings and conferences, and make travel arrangements.
- Responsible for human resources tasks such as posting job ads, screening of candidates and conducting interviews in person or over the phone.
- Conserves time by reading, researching, and routing correspondence; drafting letters and documents; collecting analyzing information; initiating telecommunications.
- Maintains confidence and protects operations by keeping information confidential.
- Completes projects by working with clerical staff & following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information & files by completing database backups.
- Maintains professional and technical knowledge by attending educational workshops; reviews professional publications; establishes personal networks; participates in professional societies.
- Contributes to team effort by accomplishing related tasks as needed.

Qualifications:

- Business administration certificate, diploma, or degree.
- Work well under pressure to meet tight deadlines and with challenging work environments.
- Must have strong problem-solving skills and be assertive in challenging situations. A willingness to learn and to be trained will help with career advancement.
- Administrative writing skills and reporting skills.
- Supply management and equipment maintenance.
- Proficient in Microsoft Office Programs.
- Has effective and confident presentation skills.
- Valid BC driver's license and reliable transportation.

Please note: Only those chosen for an interview will be contacted and salary to commensurate with qualifications and experience.

Please direct any questions and/or cover letters, resumes complete with three references, and a criminal record check to:

Quatsino Band Council
Attn: James Nelson, Chief Councilor
305 Quattishe Rd V0N1K0

Tel: 250-949-6245
Fax: 250-949-6249
Email: jamesnelson1999@gmail.com