

Employment Opportunity

POSITION	Executive Assistant to the President/CEO
SUPERVISOR	President/CEO
WAGE	\$25 - \$35/hr
STATUS	Permanent, full-time (72hr pay period)
Location	Taku Group of Companies in Atlin, BC /Whitehorse, BC
Closing Date	As soon as possible

SUMMARY

Reporting to the President/CEO, the Executive Assistant is responsible for all administrative duties, including coordinating meeting schedules, preparing agendas, records, transcribing meeting minutes, and recording minutes of board meetings and other meetings from time to time.

This position regularly interacts and engages with Leadership, managers, visitors, professionals, other Indigenous representatives, public or government officials, and community members.

DUTIES AND RESPONSIBILITIES

- Provides comprehensive and confidential administrative support to the President/CEO.
- Oversees the arrangement and scheduling of the President/CEO's calendar.
- Coordination and planning of all internal and external meetings for President/CEO
- Prepares all meeting agendas, supporting documents, and records meeting minutes and subsequent decisions for any meetings involving the President/CEO such as board meetings, community and manager's meetings, etc.
- Books all travel for President/CEO aligned with organizational policies.
- Post-travel reconciliation of expenses with receipts and submits to Finance for processing and reimbursement.
- Design, prepare, edit, and format internal and external communication, including newsletters, memos, emails, presentations, etc.
- Conducts data analysis and prepares weekly and monthly reports as directed.
- Setup remote calls/virtual meetings through audio-visual tools such as Zoom and Teams
- Answers inquiries from members and the public, providing appropriate information and forwarding to the applicable department.

EDUCATION, SKILLS AND EXPERIENCE

- Post-secondary education in Executive Assistant or Legal Assistant training or related field
- Minimum 3 years of experience in an office administrator position in a First Nations environment
- Experience and knowledge of First Nation culture and working with First Nations and citizens is essential.
- Excellent interpersonal, communication, and presentation skills
- Highly organized and professional time management skills
- Intermediate to advanced proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- The capability to foster and maintain strong relationships both internally and externally.
- Proven experience in project management, with the ability to complete assignments on time, high standard, and within budget.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Critical thinking and problem-solving skills
- Ability to work in fast past environment.
- Ability to maintain a high level of accuracy preparing and editing letters, notices, minutes, reports, etc.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Satisfactory Criminal Record Check

WORKING CONDITIONS

- Work is performed primarily indoors in an office environment.
- Flexibility to work evenings to attend meetings.
- Occasional travel is required to attend meetings or training.

BENEFITS

- Included after 3 months of probationary period.
- Benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: ea@takucorp.ca

Titled: **Executive Assistant - President/CEO.**

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens, and applicants of Indigenous descent residing in Atlin, BC or Whitehorse, BC. Will consider remote applicants under

certain circumstances. We are only able to accept applications from permanent Canadian residents.