



Tseshaht First Nation Employment Opportunity

Executive Assistant

Permanent Full-time

External Posting - Extension

Tseshaht First Nation has an immediate position opening for an Executive Assistant. This position is responsible for providing comprehensive administrative assistance to the offices of the Executive Director, Chief Councillor and Council (9).

Job Responsibilities

- Extreme attention to detail and a strong background in minute taking.
- Attending to a wide range of secretarial and administrative tasks involved with the preparation and delivery of Council agendas and the official recording and retention of Council and Community Minutes.
- Demonstrate competencies with organizing and planning of executive weekly schedules.
- Maintaining filing systems, prioritizing urgent documentation for review and efficiently drafting correspondence for approval and signatures.
- Confident and career-orientated individual who will rise to the challenge of contributing to a busy, dynamic First Nation Office work environment.
- Available to work evenings and occasional weekends.

Skills and Experience Requirements

To be considered for this position your application must clearly demonstrate how you meet the education and work experience outlined below.

- Requires a high school graduation or equivalent (GED)
- Administrative Assistant or Legal Assistant certificate or diploma an asset
- Proven office skills acquired from 3 to 5 years experiences in a senior office administrator or secretarial role in a professional office work environment.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Valid BC Driver's license and reliable transportation
- Well-developed organizational and time management skills; ability to prioritize
- Familiar with the protocols of Roberts Rules of Order and a demonstrated ability to accurately transcribe meeting minutes.
- A good understanding of the office protocols and systems associated with coordinating executive schedules, files and correspondence.
- Good interpersonal skills; able to develop and build pleasant and respectful relationships, maintain confidentiality, display sound judgement and exercise discretion at all times.

Tseshaht First Nation offers competitive compensation. If you believe you have these skills and abilities submit your resume, cover letter and three references (available to call) to the attention of M.Clappis HR Department TFN Administration 5091 Tsuma-as Drive, Port Alberni V9Y 8X9 or Email to: officeadministrator@tseshaht.com . *Only those short listed will be contacted for an interview*

Deadline to apply: Thursday October 5, 2017 @ 4:30pm

The Tseshaht First Nation is an Equal Opportunity Employer and encourages/expects that its' Membership and other First Nation Membership will apply with Job Qualifications. Where possible, employment opportunities shall be offered to Tseshaht Members, where qualified and eligible.