**The Organization** The shíshálh Nation (Sechelt Indian Band) is a fast-growing, vibrant organization committed to the development and progress of its members and of the community. If you are a qualified, highly motivated and dynamic individual and would like to be a part of this organization that values mental, physical, spiritual and emotional wellness for individuals, families, our community and society, we invite you to apply for the following position.

**The Position**

The Executive Assistant has primary responsibility for maintaining critical paper and electronic files and for other clerical tasks to support the work of the Rights and Title Department.

This position reports to the STLM Director and is first point of contact for people visiting or calling the departments

**Duties and Responsibilities**

* Provide secretarial and administrative support to management and other staff as directed.
* Accuracy and timeliness of filing is of extreme importance.
* Assist in preparation of meeting agendas and information packages for distribution to Chief and Council.
* Answer and screen general phone inquiries and direct to appropriate staff members.
* Direct incoming email and voice mail to appropriate staff members and reply to general information requests

**The Candidate**

* High School Diploma or Post-Secondary education in Business, Computers, Administrative Assistant Program or Office Management an asset. As is 1 – 3 years’ experience in an office setting.
* Previous administrative or customer service experience an asset. Or an equivalent combination of education, training, and experience.
* Basic receptionist and clerical skills, including telephone and in-person receptionist skills, filing, letter formatting.
* Experience using Microsoft Office programs, including Word, Outlook, and Excel.
* Experience with answering multi-line phone and transferring calls.
* Effective interpersonal skills including tact and diplomacy.
* Effective verbal and written communication skills.
* Ability to maintain a high level of accuracy and confidentiality.
* Excellent organizational and time-management skills.

**A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to Shree Comar HR Generalist at:** [**scomar@secheltnation.net**](mailto:scomar@secheltnation.net)

Preference will be given to qualified shíshálh band members, community members, and other First Nations, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.

**Why work for the shíshálh nation? We offer the following;**

***Business Casual Office environment, Competitive Salaries, Extended Benefits like medical, LTD, Life Insurance, MSP Coverage, Training and Development Opportunities.***