



shishálh
NATION

Employment Opportunity – Full Time
JP-2021-36 Executive Assistant

The Organization

The shishálh Nation is a fast-growing, vibrant organization committed to the development and progress of its shishálh Nation Members and Community.

The Position

Under the general supervision of the Community Services Division Manager, the Executive Assistant provides a high level of administrative support/incoming and outgoing document control to the Community Services Division Manager and the department as assigned. In this multi-faceted role, you will demonstrate a high degree of professional maturity and a positive attitude.

The Candidate

- Maintain the DM's schedule through organizing and coordinating the logistics of meetings, and ensure all supporting documentation and agendas are prepared prior to the scheduled meetings;
- Attend departmental meetings and record all minutes as well as facilitate and follow up issues related to meetings, resolutions and other activities;
- Review and screen incoming calls from Nation membership, the general public and business organizations and refer to appropriate staff;
- Provide a broad range of communication support for the DM to ensure that all information is communicated effectively and efficiently throughout the CMS departments;
- Perform clerical functions to ensure all typing, faxing, photocopying and mailing services are completed;
- Maintain all filing systems, both manual and computer systems;
- Provide back-up for other key positions within the Community Services departments;
- Create templates, spreadsheets, forms, posters, and PowerPoint presentations as needed and required;
- Prepare professional and confidential correspondence, memos and documents as requested;
- Schedule, update and send reminders of scheduled meetings, speaking engagements and appointments;
- Maintain and present a positive and professional image of the executive office at all times;
- Perform other tasks within the scope of the position and as assigned.

Qualifications, Skills and Abilities:

- Grade 12 or equivalent plus related post-secondary courses in Administration.
- Strong computer skills with proficiency in Windows, Microsoft Suite and a willingness to learn new software programs.
- At least ten (10) years' senior executive administrative experience in supporting a senior executive, preferably within a First Nations environment.
- Experience working with Indigenous people, organizations and communities.
- A minimum typing and transcribing speed of at least 60 wpm.
- Time management and organizational skills, techniques, and practices are required to use time effectively and to regularly cope with conflicting or changing priorities and established services standards.
- Excellent verbal and written communication skills communicate effectively and sensitively with clients from diverse backgrounds, including conflict resolution.
- Analytical skills, sound judgement and decision-making skills to assess situations and determine the best possible outcomes.

If you are interested in the position, please send your cover letter and resume to the Human Resources Department at: hr@shishalh.com.

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however only qualified applicants will be contacted for an interview.