



Employment Opportunity – Full Time JP-2022-40 Executive Assistant to Education Divisional Manager

The Position

Under the general supervision of the Education Divisional Manager, the Executive Assistant provides a high level of administrative support, incoming and outgoing document control. In this multi-faceted role, you will demonstrate a high degree of professional maturity and a positive attitude. This position relies heavily on good organizational, communication and interpersonal skills. Must have a proven ability to analyze situations, anticipate and exercise sound judgment in determining the appropriate course of action. The ability to take the initiative and maintain confidentiality is necessary to succeed in this role. This position requires the ability to manage multiple and conflicting priorities. The candidate must have a demonstrated ability to work independently when required, however, is easily able to coordinate on projects.

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 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 Education departments
- Research information, compile statistics, gather and compute various data and prepare special and/or one-time reports and summaries
- Prepare professional and confidential correspondence, memos and documents as requested
- Coordinate, keep up-to-date and maintain work schedules and calendars

Qualifications, Skills and Abilities

- Grade 12 or equivalent plus related post-secondary courses in Administration
- Minimum ten (10) years' senior executive administrative experience in supporting a senior executive, preferably within a First Nations environment
- Ability to maintain and work with confidential and sensitive information
- Experience working with Aboriginal people, organizations, and communities
- Respect for, sensitivity towards as well as knowledge and understanding of shishálh Nation culture, traditions, programs and service delivery
- Knowledge of best practices in administration processes
- Acceptable Criminal Record Check with Vulnerable Sector Search

A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to hr@shishalh.com This position will remain open until filled.

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.