



shishálh
NATION

Employment Opportunity – Full Time JP 2022-42 Professional Services Coordinator

The Position

Under the general supervision of the Chief Administration Officer, the Professional Services Coordinator provides a high level of administrative supervision and support to the CAO and Division Managers. In this multi-faceted role, you will demonstrate a high degree of professional maturity and a positive attitude. This position relies heavily on project management support (task management) by using various computer systems and applications. The main goal of this position is to ensure that the CAO and Division Managers are provided with the necessary support to operate effectively and efficiently. 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

- Working with the Professional Services Team, oversee administrative services and perform quality assurance reviews to identify gaps and areas for improvement;
- Responsible for the recording, tracking & reminder systems for regular tasks, appointments, meetings and deadlines on a weekly, bi-weekly, and monthly basis and communicate relative information as approved, in collaboration with the Chief and Council Executive Assistant;
- Oversee and maintain all filing systems (digital and hard copy) of the Professional Services Division using the Records Classification system in collaboration with all other departments and divisions.
- Maintain confidentiality of all files and ensure confidentiality protocols are in place regarding storage and archival of files.
- Perform a variety of secretarial duties such as drafting and typing routine correspondence, arranging meetings, and taking minutes as needed.
- Track office or program expenditures by recording expenses, alerting the CAO to budget overruns and unusual expenses and authorizing purchases.
- Produce ad hoc reports from databases as required by identifying and organizing the required information, compiling data, designing the format, and printing reports.
- Accurately and consistently apply Nation policies and guidelines to the use of electronic records management, physical records management, and disposal.
- Assign work, supervise and provide direction to clerical staff ensuring that assigned tasks are completed.

Qualifications, Skills and Abilities

- **Candidate must identify as a shishalh Nation member, current employee or community member**
- Secondary school diploma or employer-approved alternative or an acceptable combination of education, training, and/or experience
- Post-Secondary training in Office Administration or Aboriginal Studies is preferred
- Highly skilled with Microsoft Office (Word, Excel, PowerPoint) & office equipment
- Ability to handle high volume of data with accuracy
- Excellent organizational and interpersonal skills and ability to respond quickly to requests
- At least two (2) years supervisory experience in a similar role
- Some senior executive administrative experience, preferably within a First Nations environment
- Experience working with Indigenous people, organizations and communities
- A minimum typing and transcribing speed of 40 wpm

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