



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Executive Assistant
Department: Administration
Salary Range: \$ 29.60 starting rate per hour (Level 6)
Term: Full Time Regular (75 Hours Bi-weekly)
Closing Date: **Friday, July 20th, 2018 OR until filled**

Job Summary:

Reporting to the Executive Director, the Executive Assistant is responsible for providing administrative support to Chief and Council to ensure the effective and smooth flow of information and adherence to operational policies and procedures.

Main Duties:

- Provide direct support to Council and promote efficient and effective operations of the Government office;
- Assist Council with travel arrangements as requested;
- Ensure that urgent correspondence or reports are distributed quickly and that the follow-up action item is completed in a timely manner;
- Schedule, confirm and advertise Council meetings (i.e. date, time, location) on the meeting calendar in the Office and on the community bulletins in town for public notification;
- Able to operate and record minutes at duly convened meetings with an electronic recorder, and any other meetings as required;
- Edit and transcribe minutes for final approval in preparation for the next duly convened meeting;
- Draft correspondence letters, documents, and reports from written or oral dictation. Secure signatures on correspondence and forward to the appropriate agencies and personnel as approved by Council;
- Ensure accuracy and confidential measures of the Government's files, including assemble and make recommendations for periodic purging of files and/or delegation to the closed category;
- Assist the Executive Director in the administrative process of planning, including budgets and work plans and liaise with staff as directed to encourage communication flow of information;
- Other duties, as required.

Qualifications:

Education and Experience:

- Office Administration Diploma and/ or Post-secondary administrative assistance training with an emphasis on computer and general office skills;
- A minimum of two years experience working in a similar position;
- Knowledge of the FNNND history, culture, demographics, goals and aspirations; and
- Experience working in a First Nation environment/ community;

Specific Skills:

- Maintain strict confidentiality;
- Excellent oral and written skills.
- Excellent time management and organizational skills;
- Good record keeping and reporting skills;
- Thorough grounding in secretarial and administrative support theory and practices; and
- Tact and diplomacy will be required in making referrals of complaints or requests for technical information.

Interpersonal Skills:

- Ability to demonstrate conflict resolution skills and assist in crisis situations in a calm manner;
- Ability to work as a team member;
- Must be able to be flexible with changing circumstances; and
- Ability to take initiative, work independently and meet critical deadlines.

For a copy of the job description and to submit your Cover Letter and Resume please contact:

Ronalda Moses, Manager, Human Resources
First Nation of Na-Cho Nyäk Dun
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Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens