



**First Nation of Na-Cho Nyäk Dun
Mayo, Yukon**

CAREER OPPORTUNITY

EXECUTIVE ASSISTANT

THE OPPORTUNITY

This exciting opportunity will appeal to someone who wishes to advance their administrative career, enjoys working within a fast-paced ever-changing environment and handling a diverse range of situations. This position reports to the Executive Director.

In this high-profile position, you will be responsible for providing administrative support and ensuring the smooth flow of information from Chief/ Council and the Executive Director's office.

The job includes responsibility for ensuring that meetings and events are properly planned, prepared and convened, including the General Assembly. You will ensure that all minutes, resolutions and other recorded materials are produced and distributed in a timely manner.

Your responsibilities will include providing assistance to the Executive Director in the administrative process of planning, including budgets, workplans and effective communication flow of information.

THE PERSON

As the ideal candidate, you will enjoy communicating at all levels within the FNNND organization, citizenry and officials of outside organizations. You will aspire to communicate professionally always upholding a positive first impression of the First Nation Government and its' designates. You will take pride in being in a position of high trust.

QUALIFICATIONS

Qualifications for this position are usually acquired through completion of an Office Administration Diploma and a minimum of five years of experience working in a similar position. A certificate in Minute-Taking is an asset. An equivalent combination of training and experience will be considered.

You bring excellent verbal and written communications skills and the ability to meet tight timelines. Effective time management skills and the ability to maintain strict confidentiality are essential. Tact and diplomacy is required in making referrals of complaints or requests for technical information. You will have demonstrated skills in the use of a variety of computer programs including Microsoft office.

Special Working Conditions

- There is a requirement for meeting regular and ad hoc timelines on short notice; and working outside of regular business hours including evenings and weekends.
- Occasional travel within and outside of the community of Mayo is required.
- A valid Class 5 Driver's License and a successful Criminal Records Check are required.

This is an indeterminate position: up to 75 hours bi-weekly. Salary is \$36.41 per hour [\$71,248.00 Annual] – \$48.08 per hour [\$94,072.00 Annual]

If you are interested in this opportunity, please reply to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@ndfn.com

Closing Date: Friday, December 18, 2022 – 4:30 p.m.

You must be a resident of Canada in order for your application to be considered. Preference will be given to qualified NND Citizens. We thank all those who apply; however, only those considered for further consideration will be contacted.