

# EMPLOYMENT OPPORTUNITY

## EXECUTIVE ASSISTANT (MAT LEAVE REPLACEMENT)

The Executive Assistant will support and assist the Band Manager in carrying out the organization's mandate by providing a wide variety of support functions. Support functions include: reporting on various data; preparation of reports and correspondence; communications with a wide variety of internal and external contracts; answering, screening and directing calls; and coordinating meetings, travel, conferences, and other activities.

### **KEY JOB FUNCTIONS**

- Assist Band Manager with recording, tracking, reminder systems for regular leadership tasks, appointments, meetings, and deadlines on a daily, weekly, bi-weekly, and monthly basis and communicate relative information to other staff;
- Compile and maintain a computerized and manual document management system for formal documents including WRFN Policies, Laws, By-Laws and established Codes;
- Assist the Band Manager in completing follow up work as assigned at Band Council meetings, including correspondence, memos, and drafting of Band Council Resolutions (BCR's);
- Maintain a harmonious, motivational working environment for all staff;
- Schedule and confirm appointments and special meetings for Band Manger and maintain Band Manager's schedule;
- Attend other meetings as requested by Band Manager and record meeting minutes;
- Prepare the agenda and packages for the Program Managers meetings and distribute packages to Program Managers; and responsible for the minute taking of Program Managers meetings;
- Assist in maintaining the Whitefish River First Nation website and social media sites;
- Setting up teleconference calls, including the use of MS Teams or Zoom;
- Setup and operation of webcasting of Chief and Council Meeting as well as any Community Events as assigned;
- Assist with travel arrangements for Band Manager and reconciliation of expense claims; and
- Coordinate and organize special events as assigned.
- Maintain a high level of confidentiality

### **OTHER REQUIREMENTS:**

- Demonstrated organizational and time management skill with the ability to multi-task and set priorities
- Attention to detail and demonstrated verbal and written proficiency and communication.

### **QUALIFICATIONS**

1. A minimum of 1-3 years of experience providing administrative support.
2. Diploma in business administration or related field **OR** an equivalent combination of education and recent relevant work experience.
3. Must have computer skills in Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, Internet, Dropbox, and Adobe Acrobat Pro.
4. Must be familiar setting up conference calls, and Zoom.
5. Must be familiar with all office machines including photocopiers, fax machines, phone systems, etc.
6. Must have a valid Class G driver's license and access to a reliable vehicle.

*The successful applicant will be required to provide an updated Police Check from their local police agency before commencing employment.*

If you are interested in this opportunity, please apply by submitting your resume, cover letter, copies of diplomas and certificates and (2) two current work/professional reference letters and contact information to:

**CONFIDENTIAL – EXECUTIVE ASSISTANT**

**Human Resources**

Whitefish River First Nation

17-A Rainbow Ridge Road, P.O. Box 188

Birch Island, ON P0P1A0

**Or e-mail: [applications@whitefishriver.ca](mailto:applications@whitefishriver.ca) with the subject line "Executive Assistant"**

**The position will stay open until filled.**

*We would like to thank all applicants who apply; however, only applicants selected for an interview will be contacted.*