



Whitefish River First Nation

is seeking a full-time

Executive Assistant

*The starting salary of this position is \$49,036
(which includes group pension and extended health benefits)

*Offer is subject to education and experience or a combination of both

The Executive Assistant will provide executive office leadership to support the Band Manager and ensure that the workload is prioritized to leverage the Nation's priorities and be strategic and effective in a fast-paced environment. The Executive Assistant will also lead, coordinate, and support administrative work for the Band Manager on a wide variety of complex, sensitive, and confidential matters requiring in-depth knowledge of WRFN programs, services, and administrative policies and procedures. The Executive Assistant will also coordinate and provide oversight of the high-level administrative work associated with Program Managers, Chief and Council, and other stakeholders.

Key Responsibilities:

- Act as a contact and respond to inquiries from WRFN band members, Council, and internal and external stakeholders.
- Independently compose, proofread, and edit various documents, including emails, letters, memos, reports, and minutes. Corresponds with multiple stakeholders, including employees, committee members, and leadership.
- Independently compose, proofread, and edit various documents, including emails, letters, memos, reports, and minutes.
- Receives, screens, prioritizes, directs, or responds to incoming communications to the Band Manager, including telephone calls, emails, and mail.
- Uses sound judgment and provides information and direction on sensitive matters or other information of a confidential nature.
- Ensure the Band Managers calendar is updated to include all meetings and events.
- Assist with communicating relative information to other staff.
- Works with the Band Manager to ensure compliance with legal and regulatory requirements and organizational standards.

*For a complete Job Description, please email: hrmanager@whitefishriver.ca

Qualifications:

- A College diploma in Business Administration or a related field with a minimum of five (5) years of senior administrative experience within a similar role OR minimum Grade 12 education with a minimum of eight (8) years of senior administrative experience within a similar role.
- Experience working with First Nations and an understanding of First Nations' health, social, and information management issues would be considered an asset.
- Operational knowledge and understanding of First Nation issues at the local level.
- Thorough knowledge of Anishinabek culture, values, and traditions.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Skilled with office operations and administrative support at an executive level.

Skills:

- Extensive proficiency using computers and standard computer software programs (e.g., Excel, Word, Outlook, Publisher, PowerPoint, etc.).
- Demonstrated ability to keyboard at a minimum of 60 wpm.
- Detail-oriented and organized with strong project planning and time management skills that support meeting deadlines.
- Demonstrated organizational and time management skills with the ability to multi-task and set priorities.
- Ability to communicate professionally and respectfully in any situation, including difficult discussions that may arise.
- Conflict-resolution skills and handling situations respectfully.

Applications must be submitted by October 7th, 2024, at 12:00 p.m.

Interested applicants must submit a current resume, cover letter, two (2) work-related references and one (1) character reference (with contact information) and applicable education diplomas/certifications to:

CONFIDENTIAL: Executive Assistant

Whitefish River First Nation

c/o Human Resources

17-A Rainbow Ridge Road, P.O. Box 188; Birch Island, ON P0P1A0

Email: jobapplications@whitefishriver.ca Fax: (705)285-4532

Miigwetch to all who apply; however, only those applicants selected for an interview will be contacted.