



Katzie First Nation has a fantastic opportunity to join the Nation's Administration Team. We are in search of an experienced and driven individual to fill an **Executive Assistant** (EA) role.

Reporting directly to the Chief Administration Officer, the EA interacts with a diverse group of internal and external individuals to the Nation. Time management and attention to detail are critical skills to ensure the person in this role maintains deadlines and develops priorities. Providing complete administrative and organizational support to the CAO and Katzie First Nation Chief and Council is a top responsibility for this EA role.

### **Duties and Responsibilities**

- Responsible for the CAO's calendar management and scheduling; coordinate and prioritize meetings in-person and across multiple time zones using a variety of online meeting platforms.
- Responsible for recording secretary duties, including but not limited to coordinating and scheduling meetings and venues; preparing and distributing materials (e.g. Agendas); recording, producing and distributing Minutes; producing, recording and maintaining all decisions and action items in the Registry; developing summary documents; printing materials, etc.
- Compose and edit various correspondence, contracts, and decision notes, including highly sensitive and confidential information requiring high discretion.
- Understand business needs, manage service delivery, mitigate issues, and bring solutions.
- Contribute to the development of new ideas and approaches to improve work processes.
- Operate with a large degree of autonomy and independently complete high-quality work to meet established goals.
- Preparation of expense reports, including GL coding and compilation of receipts, within the financial deadlines.
- Review all documents prepared for executive signatures for format, content, grammar, and spelling and make edits as necessary.
- Facilitate communication between department managers, chief and council and other staff to the CAO.
- Prepare travel schedules, book travel arrangements, and make reservations.
- Review, evaluate, and distribute priority correspondence for the executive team.
- Receive and screen all inbound telephone calls and emails for CAO.
- Present the Administration Office with a positive and professional image to all visitors, suppliers, inquiries, and others.
- Order food, beverages, and materials for recurring meetings and events
- Support logistics of programs, including meetings, seminars, workshops, special projects, and events as needed.

### **Qualifications and Skills**

- Minimum of 5 years experience as an Executive Assistant to C-level or equivalent.
- Post-secondary education in Business Administration or a related field is an asset.
- Experience working within board governance and structures.
- Working knowledge of Roberts Rules of Order.
- Advanced software application skills in MS Word and Outlook Calendar management with the ability to use documentation tools.
- Exemplary ability to effectively communicate and interact with a diverse range of individuals with integrity, empathy, and sincerity.



- Self-directed, task and goal-oriented; ability to prioritize under developing deadlines.
- Ability to understand and describe complex governance and business issues.
- Excellent listening skills and ability to carry out directions within allocated time frames.
- Ability to work in a team-oriented, collaborative environment.
- Strong organizational skills and the ability to prioritize multiple tasks seamlessly with excellent attention to detail.
- Expert-level written and verbal communication skills with the ability to produce documents with minimal errors.
- Highly resourceful team player with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion.

#### **Other Requirements**

- Valid Class 5 Drivers and clean driver's abstract.

**Application Deadline:** Until filled.

**Expected Start Date:** Immediate

**Job Type:** Full Time

**Salary:** \$55,000 - \$60,000

#### **How to apply:**

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at [careers@katzie.ca](mailto:careers@katzie.ca) and reference **Job Number 202327** in the subject line.