



October 31, 2024

Executive Assistant Employment Opportunity

Tsideldel First Nation is currently seeking to fill the position of the Executive Assistant to provide senior administrative and clerical support to the Chief Administrative Officer (CAO), Chief and Council in a professional, efficient, and confidential manner. The Executive Assistant is also to assist other Tsideldel First Nation (TFN) team members to ensure effective, efficient operations, be familiar with TFN policies, procedures and practices all while reflecting the values of Tsideldel First Nation.

Competencies

- Communication
- Attention to Detail
- Time Management
- Organization
- Professionalism
- Resourceful

Job Duties:

- Handle daily administrative and clerical duties to ensure smooth operations
- Arrange for, prepare agendas attend and take minutes at Chief and Council or other meetings; transcribe and distribute minutes; book and prepare meeting rooms and make any necessary meeting arrangements.
- Coordinate office activities; recommend, schedule and develop office procedures and systems.
- Prepare, review, and/or edit various forms of correspondence such as letters, presentations, publications, and reports.
- Maintain a high level of confidentiality in all interactions.

Job Requirements:

- Degree or diploma in administration, business, or related field an asset, or experience in related field.
- Excellent verbal and written communication skills.
- Proficient in use of technology and peripherals including but not limited to Microsoft programs.
- Sound analytical thinking, planning, prioritization, and execution skills.

Salary and Benefits:

\$27.00-\$29.00 per hour depending on applicant education, skillsets and experience. Medical, dental benefits and group insurance available after a successful three-month probationary period.

Working Conditions:

Permanent Flexible work hours are negotiable and up to 35 hours per week. Remote options negotiable.

To Apply:

Apply by submitting a cover letter and resume with the attention to the Chief Administrative Officer to info@tsideldel.org. Position is posting until filled.

P.O. Box 69, Chilanko Forks, B.C. V0L 1H0

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