



Job Posting: Executive Assistant to the CEO and Chief & Council

Location: Gitanmaax, Hazelton, BC

Position Type: Full-Time, Permanent (Interim)

Salary Range: \$49,200 to \$68,800

About Gitanmaax First Nation

Gitanmaax First Nation is a vibrant and growing community in Hazelton, BC. We are committed to fostering community development, enhancing services, and building a bright future for our members. To support these efforts, we are seeking a skilled and professional **Executive Assistant** to join our team.

Position Overview

The **Executive Assistant** to the **CEO and Chief & Council** plays a critical role in ensuring the smooth operation of leadership activities. This role provides high-level administrative support to the CEO and Chief & Council, liaising between the leadership and senior management teams. The Executive Assistant must demonstrate exceptional professionalism, confidentiality, organizational skills, and the ability to navigate complex situations efficiently.

Key Responsibilities

- **Administrative Support:** Manage the CEO's calendar, including scheduling meetings, appointments, and travel arrangements, ensuring efficient use of the CEO's time.
- **Office Management & Staff Oversight:** Oversee general administration and reception staff, ensuring the smooth operation of office functions. Provide guidance and support, maintaining adherence to office policies and procedures.

- **Communication Management:** Handle all communication on behalf of the CEO, including drafting emails, letters, reports, and presentations. Ensure timely and accurate responses.
 - **Meeting Coordination:** Organize and prepare for meetings, including document gathering, virtual meeting setup, and minute-taking. Distribute meeting minutes promptly.
 - **Document Management:** Maintain the confidentiality of sensitive information and ensure corporate documents are organized and accessible.
 - **Project Support:** Assist with special projects, conducting research and preparing reports as needed.
 - **Stakeholder Relations:** Serve as the primary point of contact between the CEO and external partners, ensuring professional management of interactions.
 - **Operational Administration:** Review and improve office operating practices to enhance efficiency.
 - **Event Planning:** Coordinate executive events, retreats, and special functions.
 - **Problem Solving:** Proactively seek solutions, utilize available resources, and manage tasks independently in a fast-paced environment.
 - **Other Duties:** Perform other administrative tasks as required.
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Qualifications

- Proven experience as an **Executive Assistant** or in a similar administrative role.
- Exceptional communication skills with the ability to build positive relationships at all levels.
- **Advanced proficiency in MS Office** and experience with virtual meeting technologies.
- Outstanding organizational skills and time management abilities.
- High attention to detail and accuracy.
- Strong ability to maintain confidentiality and handle sensitive information with discretion.
- Post-secondary education in **Business Administration, Communications**, or a relevant field is preferred (a combination of education and experience will be considered).

Why Join Gitanmaax First Nation?

- Work with a dynamic leadership team committed to community development.
- Be part of a community that values collaboration, growth, and innovation.
- Competitive salary and benefits package.

To Apply:

Please submit your resume and a cover letter detailing your qualifications and experience to info@gitanmaax.com by November 15, 2024.

Gitanmaax First Nation is committed to employment equity and encourages applications from Indigenous persons, women, persons with disabilities, and members of visible minorities.

This role offers the opportunity to make a significant impact within the Gitanmaax First Nation by supporting the effective functioning of its leadership team. If you have the skills and passion to contribute to our growing community, we encourage you to apply.