



Quatsino First Nation Position Profile *Executive Assistant*

Position Summary:

The Executive Assistant reports directly to the Band Manager. This position provides a high level of administrative support to the Band Manager and Chief & Council; prepares meeting agendas, arranges meetings, manages calendars, conducts background research, prepares correspondence, travel itineraries/arrangements, etc.

Primary Responsibilities and Accountabilities:

- Responding to and fielding telephone calls, relaying messages to the appropriate party and handling incoming communications such as email and formal letters
- Manage calendars, plan meetings and conferences, and make travel arrangements
- Conserves time by reading, researching, and routing correspondence; drafting letters, reports and documents; collecting analyzing information; initiating telecommunications
- Maintains confidence and protects operations by keeping information confidential
- Completes projects by working with clerical staff and following up on results
- Secures information and files by completing database backups
- Maintains professional and technical knowledge by attending educational workshops; reviews professional publications; establishes personal networks; participates in professional societies
- Contributes to team effort by accomplishing related tasks as needed
- Ability to work well with all levels of internal management and staff, Chief and Council as well as outside stakeholders

Qualifications:

- Business administration certificate, diploma, or degree
- 5 plus years experience
- Work well under pressure to meet tight deadlines and with challenging work environments
- Must have strong problem-solving skills and be assertive in challenging situations. A willingness to learn and to be trained will help with career advancement
- Administrative writing skills and reporting skills
- Supply management and equipment maintenance
- Proficient in Microsoft Office Programs, G-Suite and Zoom
- Has effective and confident presentation skills
- Ability to maintain strict confidentiality

Please note: Only those chosen for an interview will be contacted and salary to commensurate with qualifications and experience.

Please direct any questions and/or cover letters, resumes complete with three references, and a criminal record check to:

Quatsino Band Council
Attn: Cary-Lee Calder, Band Manager
305 Quattishe Rd V0N1K0

Tel: 250-949-6245
Fax: 250-949-6249
Email: ea@quatsinofn.ca