



Job Posting

EXECUTIVE ASSISTANT

JOB OVERVIEW

Job Title	Executive Assistant
Department	Administration
Location	Doig River First Nation
Reports To	Band Manager

GENERAL JOB DESCRIPTION

The Executive Assistant (EA) provides high-quality confidential administrative support to the Band Manager and DRFN Council. The EA promotes DRFN's vision and mission, making it the center of all decisions and actions and supports an atmosphere of trust and openness among council, staff, and community members. The EA coordinates complex scheduling and calendar management, as well as management of content and flow of information to senior staff and managers. Manages day-to-day administrative office functions. Drafts correspondence and produces reports from a variety of information sources and databases. Maintains various records, files and related filing systems and databases including human resources related information. Coordinates and manages DRFN communications and social media, special projects and events as required.

DUTIES & RESPONSIBILITIES

Human Resources

- Maintains confidential employee records and is required to update, maintain, and review files as necessary, including managing flow of new employee documents during the new hire on-boarding process.
- Participates in the recruitment and selection of employees by performing duties such as advertising job vacancies, screening resumes, booking interviews for hiring committee, checking references and education requirements, and taking notes at hiring interviews.
- On-boarding of new employees.
- Benefits Plan Administrator: Tracks eligibility requirements and timelines for employee benefits plan enrolments and terminations. Processes benefits plan applications, adds new employees and deletes outgoing staff, assists employees with related questions, claims and forms.
- Plans and prepares for manager and staff meetings.
- Ensures all managers update and submit department workplans and quarterly reports.
- May delegate tasks to the office receptionist.
- Supervises the office receptionist.

Administrative Support

- Responsible for managing email correspondence on behalf of Band Manager and Council as needed.
- Screens and prioritizes incoming correspondence and other materials for staff members, processes incoming and outgoing mail.
- Supports the Band Manager when working with DRFN Council, travel, and prioritizing the Band Manager's schedule and administrative support.
- Tracks all critical dates for DRFN meetings and events.
- Arranges meetings, schedules appointments, and makes travel arrangements, books rooms for meetings. Takes minutes at meetings as required.
- Manages, coordinates, and arranges Council and Band Manager travel and travel-related activities, including hotel booking, transportation, and meal coordination.
- Coordinates regular Council meetings, prepares presented information, attends and records minutes, and provides confidential administrative support to Band Manager and Council members.
- Follows up on deadlines and commitments for the executive team.
- Manages and maintain reports and budgets.

Document Management

- Proofreads documents, researches, and creates detailed summaries.
- From rough draft or general instruction will provide word processing, data input and word processing support such as confidential correspondence, meeting minutes, and proposal/ policy writing.
- Drafts confidential proposal/ policy and other internal documents and various internal memoranda. Maintains professionalism and strict confidentiality of all materials and communications.
- Produces confidential reports from databases as required by the Band Manager by researching, collecting, organizing data, compiling then designing format, and printing reports.
- Maintains and updates internal filing systems, key boxes, or other records, including user management processes in the online Meridian and SaFire information system.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies.

Communications

- Event planning both internally and for external stakeholders.
- Responds to routine inquiries about DRFN and its services.
- Maintains and updates DRFN website, with updates to the programs and job postings.
- Maintains community contact list.
- Maintains service provider and external stakeholder contact lists.

Other

- Critical front-line responder in crisis management.
- Assumes responsibility for other projects as assigned by the Band Manager.
- Collaborates with the IT Manager to maintain the "M" Drive, including posting documentation and requesting account creation/deactivation.
- Attends training and workshops as required.
- From time to time, the EA will support Council with other duties as assigned.

QUALIFICATIONS

Experience, Skills, and Abilities

- Minimum 5 years related experience in an administrative role.
- Ability to multi-task and meet multiple objectives in short time periods.
- Must be positive, proactive, strong team participant with the ability to maintain strict confidentiality.
- High emotional intelligence and strong critical thinking/problem solving aptitude.
- High standard of care in document production.
- Experience working in a very fast-paced environment.
- Ability to work in a role that requires a high degree of flexibility in terms of rapidly changing priorities.
- Demonstrated excellent organization, communication, and interpersonal skills.
- Precise and effectively written e-mails; ability to edit correspondence/reports and to prepare materials for submission.
- Excellent written and oral communication skills, demonstrating strong attention to detail and accuracy.
- Strong sense of ethics and the ability to handle sensitive information with tact and discretion.
- Resourceful, with the ability to prioritize, multitask and meet deadlines with minimal supervision.

Education

- Grade 12
- Post-secondary education (preferred).

Knowledge

- Strong computer literacy including effective working skills of Microsoft Office Suite (Word, Excel, and PowerPoint) Microsoft Teams, Outlook, and SharePoint.
- Familiar with Adobe including Acrobat.
- Knowledge of DRFN and Indigenous culture.

WORKING CONDITIONS

This position is situated within the DRFN Administration Office at Doig River First Nation. The incumbent must be available to travel to and from the office daily. The office is an approximately 45-minute drive from Fort St. John, BC.

Interested candidates may submit their resume and three references by email to Shona Nelson, Band Manager at snelson@doigriverfn.com.

Deadline for applications is September 5th, 2022