



## Job Opportunity: Executive Assistant

**Email to send resumes:** [hr@yekooche.com](mailto:hr@yekooche.com)

*Please attach your resume and cover letter with your email / or drop them off in the band office.*

**Published date:** September 12<sup>th</sup>, 2024.

**Deadline to Apply:** September 20<sup>th</sup>, 2024.

**Job Type:** Full-time, Temporary. *In person at the Yekooche Reserve Land*

**Salary:** \$25.00 – \$29.00 per hour

**Schedule:** Monday to Friday from 8:30a.m. to 4:30p.m. with a 40-minute mandatory unpaid lunch break.

The Executive Assistant is primarily responsible to provide a variety of administrative and clerical support services to the Chief and Council and to the Executive Management Team (EMT).

### **Duties and Responsibilities:**

- Provides administrative support to Council and the Executive Management Team (EMT).
- Drafts, types, and prepares confidential and non-confidential materials (letters, reports, spreadsheets).
- Creates templates, spreadsheets, forms, posters, and PowerPoint presentations as needed.
- Attends and records minutes for Chief and Council meetings, preparing agendas and ensuring minutes are circulated and filed.
- Prepares Band Council Resolutions (BCRs) for review, ensuring proper filing and distribution.
- Manages meeting logistics, including lunches/refreshments and scheduling.
- Tracks and coordinates Council Members' meeting schedules and travel arrangements.
- Communicates with membership, staff, and the public, assisting with inquiries and correspondence.
- Assists with the execution and follow-up of Council Directives/Action Items.
- Oversees the Council's filing system (scanning, maintaining hard copy and electronic records).
- Coordinates or assists with special projects, events, and Council's territorial welcomes.
- Purchases gifts for events and manages office supplies for Council.
- Ensures confidentiality and adheres to Yekooche First Nation policies.
- Perform other duties as required.

## **QUALIFICATIONS**

### **Education / Certifications:**

- Administration or Business Administration Certificate or equivalent; Diploma preferred
- Post-secondary education/training or an acceptable combination of education, training, and experience.
- Minimum 2 years of experience in the field.

### **Knowledge, Skills and Abilities Specialized Knowledge:**

- Proficiency in Microsoft Office (Outlook, Excel and Word, PowerPoint)
- A minimum typing and transcribing speed of at least 40 wpm.
- Ability to handle confidential information
- Ability to work under pressure with tight deadlines
- Experience in problem solving, analytical thinking, and prioritization of tasks
- Effectively communicate both verbally and in writing

### **Conditions of Employment:**

- Ability to obtain and maintain a clear Criminal Records check
- Ability to obtain positive evaluations and assessments and to effectively fulfill the responsibilities of their position as set out in their job description and employment agreement
- Must adhere the conditions set out in the Yekooche Employment Agreement
- Ability to maintain positive working relationships with the Yekooche Staff Team
- Must have a valid bank account and Social Insurance Number
- Must have a class 5 driver's license.
- Availability to travel to the community 1-2 days a week

### **Benefits:**

- Extended health plan covering vision and dental at the beginning of employment
- Registered Pension Plan (RPP) with a 5% employer match at the beginning of employment