



JOB DESCRIPTION – Executive and Compliance Assistant

The Organization:

Little Shuswap Lake Band is seeking an exceptionally talented and professional Executive and Project Assistant who will support the Executive Director of Administration. The Executive and Compliance Assistant will proactively contribute to the Director's requirements in a timely, discreet and ethical manner. The Executive and Compliance Assistant will bring experience and professionalism to enable the Director to be as effective as possible.

If you are proactive, smart, efficient, detail oriented and organized, we want to hear from you!

The Opportunity: A Day in the life of the Executive and Project Assistant

As the **Executive Assistant** you will:

- Manage an active calendar of appointments.
- Take, transcribe, prepare and distribute meeting minutes.
- Open, distribute and follow-up on standard incoming mail.
- Screen and direct incoming calls and some emails and help with filing.
- Compose and prepare documents for signature and coordinate the preparation of corporate documents, as requested.
- Delegate and follow up on action items that fall within realm of responsibility.
- Maintain an easy to use filing system for archived documents and computer files.
- Provide confidential personal support and maintains confidential personal information.
- Assist with the coordination and execution of events as needed.

As the **Compliance Assistant** you will:

- Interact with cross-departmental team members to ensure financial reporting projects or activities are progressing, including identifying and reporting roadblocks to ensure speedy resolution.
- Coordinate meetings, projects and activities including tracking and following up on timelines and deliverables, progress reports, agendas, meeting minutes and action items.
- Manage project management calendars for fulfilling each goal and objective.
- Ensure that our operations, governance and business transactions adhere to regulations set out by regulatory bodies including the First Nations Financial Management Board.

Requirements: What you bring to the organization:

- Post-secondary training in a relevant area and/or relevant job experience equivalent.
- Excellent oral and written communication skills.
- Highly professional and adaptable with proven judgement and discretion.
- Demonstrate initiative, creative, and organizational skills, with keen attention to detail and business acumen.



- Excellent interpersonal skills with strong abilities to work with cross-functional teams.
- Ability to work independently in a fast-paced environment.
- Experience in an administrative role with senior skill set in MS Office including Excel, Word, PowerPoint, SharePoint and Publisher.
- Knowledge and experience in developing professional correspondence, reports and other related documents.
- Experienced in chairing meetings, active listener, assertive, decisive and impartial. Well-versed in taking minutes.
- Diplomacy, tact and confidentiality in dealing with a variety of people and information. Good judgement must be exercised at all times.
- Well versed in data entry and file management, transcription and other administrative procedures.
- Project coordination experience in a relevant field is an asset.

Our “Must Haves” that make you great:

- Proactive, smart, efficient, detail oriented and organized; you know how to prioritize and ensure things get done in the right order of importance.
- You communicate with honesty and kindness (verbal and written) and create the space for others to do the same.
- Extraordinary problem-solving and multitasker; skills you are creative and resourceful.
- You are professional.
- Astonishing ability to read others; you anticipate needs and avoid roadblocks before they arise.
- You use discretion and are always professional.
- You are responsible and dependable. You acknowledge the presence of choice in every moment and takes personal responsibility.
- Excellent time management skills with ability to multitask and prioritize work.
- Attention to detail and high level of accuracy.
- Passionate, energetic, and love a fast-paced, highly collaborative environment.

What we will provide:

- Full Time – permanent Role
- Growth opportunities
- Competitive compensation

Please send resume and cover letter to Human Resources: gbowering@lslib.com
Position will be open until filled.

NOTE: *Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and*



conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.