



ADAMS LAKE INDIAN BAND
JOB POSTING
Chief and Council Executive Assistant
Term Position

NATURE & SCOPE OF WORK:

The Chief and Council Executive Assistant will provide administrative support to Chief and Council. Reporting directly to the Executive Director, the Executive Assistant will perform, coordinate, and oversee office administrative duties, with strong work ethic and exceptional organizational and time management skills.

POSITION TASKS:

- Performs all duties and responsibilities in accordance with Adams Lake Indian Band policies and procedures
- Handle inquiries on behalf of the Chief and council.
- Review incoming and outgoing correspondence and materials directed to the Chief and council and bring significant items to their attention.
- Draft important and confidential correspondence requiring a broad knowledge of organizational operations and procedures.
- Help to manage confidential documentation.
- Advise regarding application of policies, by-laws regarding issues of the Chief and council or others as required.
- Resolve issues regarding the personal schedule of the Chief and council.
- Oversee planning of meetings of the Chief and Council Committees and the Annual General Meeting.
- Coordinate meetings by arranging boardrooms, preparing agendas and support materials, and prepares and distributes minutes.
- Attend management meetings and take minutes or notes.
- Ensure travel and accommodation arrangements are made and expense accounts are prepared and submitted for the Chief and council in an accurate and timely manner.
- Maintain a bring-forward system and follow-ups to ensure the timely completion of tasks.
- Identify administrative issues with potential impact to the operation and recommend solutions and courses of action to deal with issues.
- Order supplies and equipment for the Chief and council, as required.

KNOWLEDGE AND SKILLS:

- A minimum of 5 to 7 years of experience supporting senior managers/directors and in providing administrative support to a Chief and council.
- A post-secondary diploma for Executive Assistance/ Administration or related field, or an equivalent combination of education and recent relevant work experience.
- Experience working with First Nations and an understanding of First Nations Governance and information management issues will be considered an asset.
- Experience in minute taking and the organization of meetings especially with First Nations is considered an asset.
- Proven ability to demonstrate tact and discretion in preparing, disclosing, and handling information of a confidential and sensitive nature.
- Possess a strong work ethic and the skills to take initiative, and see work through
- Exceptional organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
- Ability to analyze situations and make appropriate decisions without immediate supervision.
- Ability to mentor team members.
- Full working knowledge of Chief and council governance or a not-for-profit organization and office policies and procedures.
- Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook, and Internet.
- Good understanding of budget processes.
- Strong event planning abilities to see events through from start to finish.
- Ability to work in a fast-paced environment and handle several issues simultaneously.

Other Requirements

- Valid B.C. Class 5 Driver's License (copy required)
- Reliable transportation with valid insurance

Interested applicants please direct cover letter and resumes to:

Human Resources Department
6453 Hillcrest Road or PO Box 588, Chase, BC, V0E 1M0
Email: Human-Resources@alib.ca

This position will remain open until a successful candidate is found

Only those short listed will be notified for interviews.