



WET'SUWET'EN
FIRST NATION

**EXECUTIVE ASSISTANT
JOB POSTING**

The Executive Assistant under the direction of the General Manager or Designate requires excellent executive coordination skills and ability to function efficiently as the main point of contact for the elected Chief and the General Manager of Wet'suwet'en First Nation. The position requires the ability to work with minimum supervision and in orderly and efficient manner.

Roles and Responsibilities:

- Attend meetings when required and record and prepare minutes of meetings
- Organizing staff meetings, chief and council meetings, finance council meetings, community member meetings, frontline worker meetings or other meetings as directed in a timely and orderly fashion
- Order office supplies and maintain inventory
- Correspondence and preparation of meeting packages, agendas, reports and electronic mail
- Prepare, key in, edit and proofread correspondence, presentations, newsletters, reports and related material. Assist with outgoing proposals
- Maintenance of files and filing system and maintaining personnel records
- Good understanding of financial processes/good knowledge of accounting procedures
- Establish work priorities, delegate work to support staff, ensure program report deadlines are met. (Some travel and overtime may be required)
- May supervise and train office staff in administrative procedures and in use of current software
- Provide temporary relief for Receptionist and perform other related duties, as required
- Assists General Manager in orientation for new employees

Qualifications/Requirements:

- Must be proficient in minute-taking, files & records management
- Highly organized, responsible, respectful and professional
- Excellent oral & written communications skills, particularly business communications
- Ability to develop rapport with Elders, Community Members, Business, Industry, Government
- Knowledge of Wet'suwet'en language, culture and traditions
- Grade 12 or equivalent and/or Certificate, diploma or 5 years' experience in Office Administration
- Proficient experience with computer programs such as, Excel, Word, Outlook, Zoom, Social Media
- Experience working with Indigenous organizations and an understanding of the issues faced by Indigenous people
- Valid Class 5 Drivers License and reliable transportation. Criminal record check required
- Supervisory experience & display proficient problem solving, leadership, planning & initiative
- Extensive Knowledge and experience in working in an office environment

Wage Range: To commensurate based on experience
Please submit updated resume with (3) references to:

Application Deadline: July 19, 2021

Debbie West, General Manager

PO Box 760

Burns Lake BC, V0J 1E0

Email: gm@wetsuweten.net

NO TELEPHONE CALLS PLEASE

Wet'suwet'en First Nation

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