



TLA-O-QUI-AHT

FIRST NATION

Economic Development
Corporation

TFNEDC Executive Assistant

Position Details:

Department: TFNEDC Office

Location: Tofino, BC

Reports to: Economic Development Officer

Salary information: \$26-\$29 per hour

Status: Fulltime, Permanent

Probation Period: 3 months

Job Classification: To be determined

Position Summary:

Tla-o-qui-aht First Nation Economic Development Corporation is seeking an individual to provide a broad range of executive administrative services required to support the TFNEDC Economic Development Officer and other senior management.

Duties and Responsibilities:

- Provide superior administrative support for the TFNEDC Economic Development Officer, including managing schedules/calendars, making travel arrangements, and addressing administrative problems and inquiries as appropriate
- Manage scheduling for company executive(s)
- Draft, review and send communications on behalf of company executive(s)
- Organize and prepare for meetings, including gathering documents and attending to logistics of meetings
- Answer and respond to phone calls, communicate messages and information to the executive
- Prioritize emails and respond when necessary
- Coordinate travel arrangements
- Maintain various records and documents for company executive(s)
- Coordinate, organize, and arrange for meetings and other special events, as well as their corresponding documentation, for the TFNEDC Economic Development Officer
- Arrange and coordinate TFNEDC Board meetings, including the preparation of the agenda, minutes, and corresponding documentation;
- Manage communications including screening and prioritizing phone calls, reviewing and prioritizing phone messages, email communications, and sorting and prioritizing mail;
- Create, compose, and edit technical and/or administrative correspondence and documentation;
- Prepare periodic and special reports, manuals, and correspondence;
- Organize documentation through photocopying and filing, including motions and the work of TFNEDC Economic Development Officer and TFNEDC Board;
- Makes purchases as required and approved with corresponding invoices for TFNEDC Economic Development Officer file;

- Represent the TFNEDC at community functions as required;
- Maintain the Board Orientation Manual;
- Assist the HR Manager in organizing and maintain records activities
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Qualifications:

Education, and Experience

- Administrative assistant certificate or equivalent
- 2-year experience in an administration or office environment
- Data entry experience is an asset

Knowledge, skills, abilities, and attributes

- MS Office (including Word, Excel, PowerPoint, Outlook), Internet web browsers, Adobe Acrobat
- Attention to detail, forward thinking
- Solid verbal and written communication skills, good typing skills
- Interpersonal skills
- Strong organizational skills, time management, establish priorities
- Complete understanding of confidentiality and non-disclosure
- Professional conduct, sound judgement, tactful and respectful, diplomacy
- Socially sensitive and be a team player

Additional assets

- Preference for a qualified Aboriginal candidate
- Post-secondary studies in business or administration disciplines

Working Environment:

- Works in an office setting, primarily in a stationary position for the majority of the day.
- Uses computer and telephone throughout day.
- Must able to remain stationary for prolonged periods of time.

Other requirements

- Valid Class 5 drivers license with reliable vehicle as travel will be necessary at times.
- Successful Criminal Record Check
- References

Applications will be accepted until filled

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Lis Kingsley, Human Resources Manager

Email: jobs@tla-o-qui-aht.org

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino.