



EMPLOYMENT OPPORTUNITY

EXECUTIVE ASSISTANT

RE-POST

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Executive Assistant** to join our Administration. The Executive Assistant reports to the Director of Finance/Administration and is responsible for providing high-level administrative support to the executive team. The Executive Assistant serves as a primary contact for all internal and external requests for senior management and acts as a liaison to Chief and Council, community members and all other organizations and government agencies. The Executive Assistant helps schedule meetings and appointments, arrange travel plans, prepare sensitive internal and external correspondence, take minutes during confidential meetings, maintain various government and financial reports and organizes and coordinates band initiatives and special projects. This position requires excellent verbal and written communication skills, strong organizational skills, and exceptional computer and financial literacy.

Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, an incredible pension and benefit package, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Executive Assistant will be responsible to:

Administrative Support

- Provide administrative support to all members of the executive team, including Director of Finance and Chief and Council as requested
- Present a positive and professional image of the organization at all times
- Schedule, coordinate and manage attendance for all executive meetings and appearances
- Maintain work schedules and daily appointment calendars of the executive team
- Coordinate the logistical aspects of meetings, seminars, workshops, consultations, special projects, activities and events by arranging and setting up meeting facilities and ensuring appropriate presentation equipment is available
- Prepare travel itineraries and book travel arrangements for executive team and staff
- Receive, screen and refer/redirect all inbound telephone calls, emails, and visitors for the executive team
- Receive, review and evaluate incoming mail for the executive team and expedite according to priority
- Review all documents, reports and correspondence prepared for executive signatures for format, content, grammar, and spelling errors and make edits as necessary
- Act as a liaison and facilitate communication between executive team and staff, membership, clients, vendors and external organizations and government agencies
- Serve as recording secretary for meetings, taking and transcribing dictation notes of highly confidential nature, including minutes of finance and band council meetings, as requested
- Prepare various documentation, reports and written correspondence and circulate as directed
- Research, assemble and prepare informative/statistical reports pertaining to band initiatives as directed
- Prepare charts, graphs, flyers, notices and power point presentations
- Maintain up-to-date employee, executive team, client and vendor contact lists

- Troubleshoot and/or escalate office administration issues
- Provide backup support to Receptionist/Administrative Assistant as directed by greeting visitors, answering phones, taking messages and directing calls when needed
- Assist Receptionist/Administrative Assistant with maintaining office supply inventory, including re-ordering supplies when needed
- Organize, maintain and coordinate accurate and complete office records and files in their proper databases and locations
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Assist executive team with all their filing and copying needs, including creating files and labels as requested
- Locate files and remove materials from files when requested
- Maintain confidentiality and professionally interact with employees, leadership, clients, vendors, visitors, stakeholders, and government representatives
- Observe and report any security issues to the Director of Finance/Administration
- Adhere to all HIFN Policies and Procedures
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

Financial Support

- Receive and code all incoming invoices, cheque requisitions and travel claims
- Review and decipher funding agreements and assist with financial forecasting and planning
- Prepare and maintain various financial reports including annual budget reports
- Reconcile corporate credit card and other statements as requested
- Provide backup support to the finance department including preparing cheques, paying invoices, completing expense reports, filing and other related duties as directed

QUALIFICATIONS

- Post-secondary certificate, degree or diploma in Executive Office Administration or Finance preferred; or Grade 12 diploma and equivalent experience in a senior administrative role supporting executive governance
- Financial literacy and previous bookkeeping or finance experience an asset
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current First Aid and CPR Level C an asset
- Advanced computer and typing skills, including advanced knowledge of Microsoft Word, Excel and PowerPoint
- Excellent interpersonal communication skills and the ability to build professional client relationships
- Strong written and verbal communication skills
- Demonstrated experience with minute taking preferred
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical and mathematical skills
- Experience using Sage/Simply Accounting an asset
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proactive approach to problem solving with strong decision-making capability
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Self-driven with the ability to work independently with little direction
- Willingness to travel for work when needed
- Willingness to work flexible hours when requested

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

As soon as possible

APPLICATION DEADLINE

Open until filled

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.