

Kanaka Bar Indian Band



JOB DESCRIPTION

Position:	Executive Assistant
Organization:	Kanaka Bar Indian Band
Department:	Governance
Reporting:	Chief and Council

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. With this posting, Kanaka Bar is inviting applicants for the position of Executive Assistant. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>.

Reporting to and under the direction of the Chief and Council the Executive Assistant is responsible for providing administrative and clerical support for the Chief and Council.

Duties and Responsibilities

- Performs all duties and responsibilities in accordance with Kanaka Bar Indian Band policies and procedures;
- Reviews and forwards all emails and correspondence to the appropriate Chief and Council member;
- Prepares meeting packages and distributes to Councilors in a timely fashion;
- Coordinates and provides administrative support to Community membership;
- Schedules and coordinates all travel and hotel requirements, including travel reimbursements for Chief and Council.
- Prepares, distributes and maintains archives of all Chief and Council meeting agenda and minutes;
- Attends and takes minutes at all Chief and Council meetings, twice per month;
- Attends and takes minutes at all Community meetings, once per month;
- Attends and takes minutes at all Special meetings;

- Documents, records and forwards Chief and Council Resolutions;
- Advises Receptionist of Chief and Council schedule, as provided by each member;
- Compiles and maintains all telephone numbers, addresses, cell phone accounts, client contact information;
- Process, transmits, receives, records and distribute scans and notices appropriately;
- Photocopies and distributes documents for distribution appropriately;
- Develops basic correspondence - letters, memos, etc. as directed;
- Prepares courier packages as directed;
- Provides general clerical support, including maintaining a general office filing system, word processing and distribution of interoffice communications, as assigned;
- Coordinates the booking of the Kanaka Bar boardroom;
- Maintains the work area in a clean and professional manner;
- Performs other related duties and responsibilities as assigned.
- Other duties as assigned.

Education and Qualifications:

- Knowledge and understanding of First Nations culture and heritage;
- Ability to use email and Microsoft Office suite;
- Familiarity with Xyntax would be an asset

Employment Conditions:

- Driver's license (class 5 or N) with a reliable vehicle;
- Follow policies and procedures of Kanaka Bar Indian Band;
- Ability to maintain a healthy lifestyle;
- Willingness to work extra hours to meet deadlines;
- Willingness to respond to critical incidents outside of work hours;
- Understand Provincial & Federal employment legislation;
- Three (3) months probationary period.

This will be a Full-Time position based out of the Kanaka Bar. Compensation will consider the education, qualification and experience of the applicant. Canada Labor Code provisions will govern where applicable.

Please submit a cover letter and resume to Chief Jordan Spinks KanakaChief@kanakabarband.ca
Position will be open until a suitable candidate is found. Only those candidates shortlisted will be contacted for an interview.