



Ukatcho

BOX 3430, ANAHIM LAKE, B.C. CANADA V0L 1C0
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Employment Opportunity

Executive Assistant

Job Summary:

As part of the Management Team, and reporting directly to Chief and Council, the Administrative Assistant is responsible for all aspects of Chief and Council Scheduling, planning, and meeting preparation. Duties are as follows:

- schedule and prepare for Chief and Council meetings by producing the agenda, compiling relevant information, and distributing seven days in advance
- Take minutes and prepare minutes for adoption
- Prepares for and takes minutes at all community and committee meetings.
- track all motions and action items made by Chief and Council to ensure they have been followed up and implemented
- Arrange all travel for Chief and Council
- Prepares briefing notes and other correspondence as requested.
- other duties as assigned.

Department:

Administration. Permanent, Full Time

Rate of Pay:

Dependant upon qualifications.

Core Competencies:

- Adept in Technology.
- Precise Verbal & Written Communication.
- Organization.
- Time Management.
- Strategic Planning.
- Resourcefulness.
- Detail-Oriented.
- Cultural Competence.

Requirements:

Administrative Assistant certificate, or diploma. Three (3) years of experience in fast paced setting. A combination of education and experience will be considered.

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Executive Assistant**” in the subject line. Or drop off at the reception counter at the band office.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check