



EMPLOYMENT OPPORTUNITY

Executive Assistant ~ Permanent Part Time

Standard Hours Bi-Weekly: 40

Wage: TBD

CLOSING DATE: UNTIL FILLED

Under the direction of the Chief Executive Officer, the incumbent is tasked to coordinate all aspects of overall general administration functions including but not limited to reception, telephone systems, supplies, records management, office logistics and access, incoming and outgoing mail, office equipment, etc., The role will assist the Leadership Team with the overall day to day efficient functioning of Chief Isaac Group of Companies as well as act as a support to the Board of Directors.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide.

Essentials Qualifications:

- Diploma in Business Administration, or related experience providing administrative guidance to senior level management or managing boards and directors;
- Experience in minute taking
- Experience scheduling meetings and managing multiple calendars;
- Good working knowledge of Tr'ondëk Hwëch'in social structure, culture and traditions;
- Proficiency in computer programs: MS Word, Excel, Outlook, PowerPoint, etc.
- Excellent time management and organizational skills;
- Experience with data/records management;
- Effective communication with all levels within the company and external contacts;
- Ability to resolve conflicts and foster unity;
- Well-developed oral and written communications skills;
- Discretion, tact, compassion and good judgment;

Assets:

- Education in finance and/or accounting;
- Experience in bookkeeping and data entry;
- Experience with WordPress and/or other website platforms

Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all Chief Isaac personnel.
- Criminal Record Check;
- Valid Class 5 Driver's License with a clear Driver's Abstract.

A DETAILED JOB DESCRIPTION IS AVAILABLE UPON REQUEST

**Please email resumes to info@chiefisaac.ca or stop by our office at
2nd & Albert for more details.**