



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TR'ONDĚK HWĚCH'IN CITIZENS

Administrative Assistant – Permanent Full Time

CHIEF ISAAC INC.

Posting Date: June 27, 2022

Standard Hours Bi-Weekly: 37.5

Start Date: immediately

Wage: TBD - DEPENDING ON EXPERIENCE

CLOSING DATE: UNTIL FILLED

Under the direction of the Office Manager, 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 (LT), the Board of Directors (BOD) and other Chief Isaac Inc. department managers with the overall day to day administrative requirements for the effective and efficient functioning of the businesses.

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.

ESSENTIAL QUALIFICATIONS:

- Diploma or Certificate in Business Administration **OR** related experience providing administrative guidance to senior level management or managing boards and directors, administrative guidance **OR** a willingness to be trained in the hiring position;
- Experience scheduling meetings and managing multiple calendars;
- Good working knowledge of Tr'onděk Hwěch'in social structure, culture and traditions;
- Experience in developing and implementing data, records management systems and procedures.
- Effective communication with all levels within the company and external contacts;
- Proficiency business computer programs such as: Micro Soft Office including Word, Excel, Outlook, PowerPoint, and Teams, etc
- Ability to resolve conflicts and foster unity;
- Well developed oral and written communication skills
- Ability to work with minimal supervision.

ASSETS

- Experience with marketing/social media platforms
- data entry and Microsoft Word/Excel/Teams
- Experience in WordPress and/or other website platform

**As a Tr'onděk Hwěch'in First Nation owned for-profit business,
our mandate is to deliver returns to our shareholders.**

**Wherever possible, our first preference for hiring shall be given to our qualified Citizens.
We thank all that apply but only those selected for further consideration will be contacted.**



CONDITIONS OF EMPLOYMENT:

- Mandatory confidentiality is a condition of employment for all Chief Isaac personnel.
- Criminal Record Check;

A DETAILED JOB DESCRIPTION IS AVAILABLE UPON REQUEST

Please email applications or requests for more information to hr@chiefisaac.ca or stop by our office at 2nd & Albert for more details.

**As a Tr'ondëk Hwëch'in First Nation owned for-profit business,
our mandate is to deliver returns to our shareholders.**

**Wherever possible, our first preference for hiring shall be given to our qualified Citizens.
We thank all that apply but only those selected for further consideration will be contacted.**