

JOB DESCRIPTION

Executive Assistant

Summary of Duties

This position provides high level executive administrative support and assistance to the Grand Chief.

- Provide administrative lead to the department in logistical planning and implementation for meetings, workplans, activities, workshops and training sessions and objectives.
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approve travel for staff in the department as well as for the delegates on behalf of the Senior Executive Advisor.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments on behalf of the DGC/Grand Chief/CAO/Senior Executive Advisor
 - Correspondence with internal and external partners that attend meetings, conferences etc.
- This position has the authority to request items on behalf of the Executive member.
- Draft and prepare various funding applications for Senior Executive Advisor review.
- Provide options and connect people with programs or information as needed and keep a contact list.
- Outreach to our 49 First Nations and develop, solidify, and maintain good working relationships.
- Collect and store department data in an efficient, organized, and confidential manner using SharePoint.
- Handle all department copy work, mail distribution, office supply ordering, and promotional goods ordering, faxing, and mailing.
- Lead the NAN Chiefs assembly, and NAN activities as required.
- Coordinate, attend and participate in de-brief meetings.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Input documentation as required through scanning for record keeping in SharePoint.
- Shopping, tracking of all purchases of supplies, meeting materials, gifts and gift cards.
- Undertake and complete assigned projects and duties independently and effectively.
- Collect routine data from communities, partners, Program Officers, and Coordinators when required.
- Continuous update sub-committees' advisory groups and task teams' distribution lists.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

- Complete all mandatory training assigned.
- Other duties as required.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position will be required to stay in the office and only travel when extremely necessary.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in an administrative field is preferred.

Credentials:

Not Applicable

Experience:

3 years of relevant experience working in an office environment is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Position must be familiar with current community resources.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- Thorough knowledge and interest in NAN communities, FN organizations and current events.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- Working within communities, away from home as required.
- Travelling in both commercial and smaller aircrafts-only as required.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the Senior Executive Advisor with further accountability to the Chief Administrative Officer for overall performance.