



TSAWWASSEN FIRST NATION
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EMPLOYMENT OPPORTUNITY
EXECUTIVE ASSISTANT

Tsawwassen First Nation (TFN) is a proud Coast Salish nation with our land base situated in Tsawwassen, B.C. on the Southern Georgia Strait, 30 kilometers south of Vancouver. In 2009, the Tsawwassen First Nation Final Agreement came into effect – being the first modern urban treaty in BC and the first treaty to be successfully negotiated through the BC Treaty Commission process.

TFN currently has an exciting opportunity for a qualified Executive Assistant assisting and providing administrative support to Tsawwassen First Nation (TFN) senior leadership and elected members in the efficient management and operation of their daily activities.

The Executive Assistant reports directly to the Chief, and in part to the CAO, and must maintain effective working relationships with other staff members, Council, community members, governments, media, stakeholders and the general public.

Specific Responsibilities

- Coordinate, schedule and organize meetings on site or off site
- Make travel arrangements for senior leadership, as required
- Word process reports, letters, newsletters, and other documents and correspondence
- Compile and maintain all correspondence and documents for senior leadership through routing and filing
- Record, transcribe and distribute meeting minutes
- Maintain confidentiality of all records and files, unless release of specific information is authorized by senior leadership
- On behalf of senior leadership, liaise, and represent as required, with TFN Membership, staff, various levels of government, industry, stakeholders and the community at large as necessary and required, in person, verbal or written form
- Act as the first point of contact for individuals wanting to meet with senior leadership and assist senior leadership in prioritizing commitments
- Coordinate projects, and events in partnership with various levels of government, industry and other organizations
- Facilitate effective internal and external communications as required
- Prepare and review presentations for meetings, workshops and conferences to ensure they are well written and visually appealing
- Create agendas and meeting kits as required

- Create power point presentations for use by senior leadership in meetings and public appearances

- Process credit card reconciliations ensuring that financial policies and procedures are followed.
- Process monthly expense claims ensuring backup, receipt and approvals are in accordance with the financial policies and procedures.
- Ensure senior leadership are equipped with office supplies
- Ensure senior leadership's computer and phone equipment are in working order at all times, ability to troubleshoot IT issues if necessary
- Follow up on daily requests and inquiries on behalf of senior leadership

Qualifications

- Post-secondary education in a related field such as business administration, public relations or communications, or equivalent combination of education and experience
- 2 years experience as an Executive Assistant or related position
- Must demonstrate a high degree of professionalism and good judgement
- Able to operate effectively and show initiative in an environment where there is minimal supervision
- Able to maintain confidentiality of information and use discretion when addressing sensitive issues
- Experience working with First Nations strongly desired
- Must demonstrate appreciation and respect for culture and diversity
- Must possess strong command of the English language in both written and oral form
- Proficient in the use of the Microsoft Office suite
- Able to type at least 50 wpm
- Must be exceptionally organized and have a solid understanding of filing systems
- Must be a team player
- Must have and maintain a valid BC Class 5 or 7N drivers license

Salary will be commensurate with qualifications, and includes a comprehensive benefits package with employer matched pension plan.

Interested and qualified applicants are invited to email their resume to hr@tsawwassenfirstnation.com or deliver to;

Attention: David Desormeaux
 Manager of Human Resources
 Tsawwassen First Nation
 1926 Tsawwassen Drive
 Tsawwassen, BC V4M 4G2

We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview.

Pursuant to the Tsawwassen First Nation *Government Employees Act*, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC *Family Law Act*) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.