



BINGWI NEYAASHI ANISHINAABEK

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JOB POSTING

Executive Assistant (Full-time)

Job Summary:

The Executive Assistant provides high level administrative, project management and secretarial support in a variety of one-on-one working relationships. The Executive Assistant works closely with the elected Chief and serves as the primary point of contact/liaison for all internal and external requests on behalf of the Chief; organizes and coordinates band initiatives, and oversees special projects in order to ensure that First Nation services are provided in a pleasant, effective and efficient manner.

The Executive Assistant must have proficient knowledge in the following areas:

- office administration and project management
- the policies, procedures and codes that govern BNA's operations
- an understanding of BNA's Members and its socio-economic, cultural and political environment

Responsibilities:

Provide executive level support to the Chief and Council to ensure the efficient operation of the band office and its systems

- Prepare, edit and circulate a variety of correspondence, including those of a confidential nature
- Organize, coordinate and maintain the meeting schedules and travel for Chief and Council
- Research, assemble and prepare information, briefs and reports pertaining to questions initiated by Chief and Council

Network effectively and productively with the community members, community partners, government agencies and other officials.

- Organize Annual, special events and other community meetings
- Schedule and organize appointments and meetings involving Chief and Council

Provide office support services in order to ensure efficiency and effectiveness within the Thunder Bay office.

- Prepare and edit employee contracts and other human resources related documents
- Supervise the Administrative Assistant (receptionist)
- Develop and maintain office management systems

Plan and coordinate special projects and strategic initiatives, particularly those of a political or legal nature.

- Prepare budgets, work plans, progress and final reports
- Manage funding and related agreements
- Plan and coordinate the related meetings and professional services

Qualifications

- The required knowledge, skills and attributes through completion of post-secondary degree/diploma together with at least 5 years of related experience. Equivalencies will be considered.
- Valid drivers license

Please submit your application to the BNA office or via email to kborysewicz@bnafn.ca

Job is open until filled.