



KTUNAXA
NATION

We invite you to apply for the position of...

EXECUTIVE ASSISTANT ?itwatna?nam

ECONOMIC & INVESTMENT SECTOR

PERMANENT- FULL-TIME

The Ktunaxa Nation is characterized by the spirit of courage, initiative, innovation, perseverance, and leadership that it has brought to the work of preserving and protecting both the past and the future of its people. This has been accomplished through the exceptional commitment and vision of its human resources. It is therefore expected that employees who represent the Ktunaxa Nation will be committed to honouring the spirit of the Nation's work by putting their best into all that they do and by conducting themselves at all times ethically, professionally and respectfully.

POSITION SUMMARY:

This position provides the Director and Sector staff with administrative, clerical, and operational support required for the Sector to successfully achieve its mandate, strategies, goals and objectives. The position coordinates meetings and events; drafts a variety of documents related to initiatives and activities; ensures policies, standards and guidelines are followed; administers files and records, and ensures that they are accurate and produced in a timely manner. The position supports and guides the flow of information between the Director, Sector staff, the Sector Council and external constituents. The position sets up and oversees administrative policies and procedures as applicable; responsible to administer routine financial processes; preparing purchase orders, invoices and accounts payable.

Additionally, this position ensures minutes are accurately taken and transcribed, and those follow-up activities are completed; records and files are accurately managed; all relevant events are organized and supported. The position contributes directly to the effective and efficient functioning of the Economic & Investment Sector and contributes to positive outcomes for the Nation as a whole.

DUTIES AND RESPONSIBILITIES:

Administration, Organization, and Coordination of Meetings

- Arrange; prepare agendas and packages; take, transcribe and distribute minutes; monitor action items

Financial Administration Support (in collaboration with Administrator - Economic)

- PO requests; process claims; coordinate approvals and standard operating procedures; input into budget tracking

Support for Sector Employees

- Compose and compile reports and correspondence; coordinate travel arrangements; provide information

Records Management

- Create and maintain records; data entry; digital filing
- Ensure all relevant documents related to the work of the Economic Sector are managed within the KNC document management system.

Office Administration

- Utilize computer skills (MS Word, Excel, PowerPoint), the internet to produce business documents such as letters, forms and envelopes; spreadsheets involving dates, values and text, mathematical calculations (sums, averages etc.); charts and graphs; create and print presentations in different modes (slides, outline).
- Anticipate and identify administrative problems, and bring them to the Managers' attention to contribute to the smooth and efficient administrative functions. Contribute to the discussion of how best to prevent or resolve problems or implement changes.
- Participates in KNC's Admin Support Team's regularly scheduled meetings.

POSITION QUALIFICATIONS

Academic Preparation

- Post Secondary Certificate or Diploma in Business Administration or Office Administration
- Comparable education in a related field considered

Experience

- 2-3 years minimum of experience (less than 3 years, development of a training program)
- Proficient in taking and transcribing meeting minutes
- Excellent software skills including MS Office as well as internet research abilities
- Ability to manage multiple tasks simultaneously with accuracy and consistency
- An eye for detail, and the ability to use standard proofreading
- Project coordination skills which include tracking and monitoring tasks
- Capacity to prioritize and manage a number of competing initiatives and timelines
- Respect for and knowledge of Ktunaxa and aboriginal rights, culture, history, and goals
- Commitment to life-long learning
- Strong written and oral communication skills, including listening
- Familiarity with supporting effective information management procedures and standards
- Strong organizational and project coordination skills
- Maintain a valid class 5 BC driver's licence and reliable vehicle

The Ktunaxa Nation Council is committed to providing and maintaining a safe and healthy work environment for all employees and the people, Communities and Bands that we serve. Successful candidates must be fully vaccinated against infection by COVID-19. Candidates who are unable to be vaccinated due to a personal characteristic protected under applicable human rights legislation may request to be exempt from this requirement.

Ktunaxa candidates are encouraged to apply; support to apply for this position can be accessed through the Education and Employment Sector Service Center. Ktunaxa Applicants are encouraged to apply for this position regardless of experience or qualifications as on-the-job training may be considered.

Come with your willingness to learn!

Please submit your cover letter and resume
Telling us what attracts you to the position and how your experiences relate.

**Human Resources
Ktunaxa Nation Council
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Cranbrook, BC V1C 7E5
KNC-HR@ktunaxa.org
Fax: (250) 489-2438**

CLOSING DATE: April 19th 2023 by 4:30 MST

We thank those who apply; however, only those selected for an interview will be contacted.