



Executive Assistant / Office Manager

Location: Gitanmaax, BC

Department: Administration

Reports To: Executive Director

Wage: Up to \$35/hour DOQ

Description

The Executive Assistant/Office Manager provides support to the Executive Director (ED) and Chief & Council, facilitates the efficient operation of administrative and leadership activities, and serves as the on-site manager of administrative staff. The role requires a high level of professionalism, confidentiality, and organizational skills.

Responsibilities

- Manage the ED's calendar, including scheduling meetings, calls, and events.
- Manage office operations, including supervising general administration and reception staff. Provide administrative staff guidance, support, and direction, ensuring adherence to office policies and procedures.
- Handle incoming and outgoing communications on behalf of the ED, including drafting emails, letters, reports, and presentations.
- Organize and prepare for meetings, including gathering documents, setting up technology for virtual meetings, and recording, transcribing, and distributing minutes.
- Maintain confidentiality in handling sensitive information and ensure all corporate documents (Council meeting agendas, minutes, Band Council Resolutions) are filed and retrieved as needed.
- Act as the point of contact between the ED and external partners, ensuring professional and timely management of interactions.
- Review operating practices and recommend and implement improvements as necessary.
- Coordinate leadership events and special functions.
- Other duties as assigned.

Qualifications

- Proven experience as an Executive Assistant, Office Manager, or similar administrative role
- Ability to communicate and foster positive relationships across all levels of the organization
- Advanced proficiency in MS Office and experience with virtual meeting technologies
- Excellent organizational and time management skills
- Ability to maintain confidentiality and handle sensitive information with discretion
- Ability to problem-solve, navigate difficult situations, and manage tasks in a fast-paced, fluid environment
- Experience working within a Band Administration office or related systems
- Post-secondary education in Business Administration or a relevant field preferred
- Successful completion of a criminal records check
- Preference will be given to First Nations peoples
- Valid Class 5 BC Driver's License preferred

Minimum Requirement

- Secondary school graduation or equivalent (GED)

How to Apply

Please submit your resumé and cover letter to info@gitanmaax.com