



EMPLOYMENT OPPORTUNITY

Job Title: Executive Assistant

Job Summary: The Soda Creek Indian Band (SCIB) is currently recruiting for the position of Executive Assistant to the Band Administrator, Chief and Council. The successful applicant will provide administrative support and will perform a variety of functions that require a high degree of accuracy and confidentiality. The individual must possess excellent secretarial skills (including the ability to take meeting minutes), be able to work under pressure and meet deadlines as required.

Education and Experience:

- High School Diploma
- Experience in a secretarial or executive assistant capacity

Skills and Abilities:

- Must be able to perform administrative duties including personnel file management, compose letters and respond to email correspondences, prepare Band Council Resolution and arrange travel and accommodations as per requested.
- Keyboarding speed of 40 words per minute or more. Must be competent with Microsoft Outlook, Word, Power Point and Excel.
- Chief and Council: prepare meeting kits in advance, set up boardroom and arrange catering, type and distribute meeting minutes.
- Human Resources: post vacant staff positions, collect resumes and coordinate the hiring process.
- Technology: be the contact person for computer maintenance and internet problems, obtain quotes and purchase hardware and software as requested, maintain updated confidential password list.
- Security: set up and monitor staff alarm codes, passwords and key sign out process.
- Other duties as assigned

Job Requirements;

- Must have and maintain a Class 5 Drivers License
- Must provide and maintain clean Criminal Record
- Must work Monday to Friday, 8:30 – 4:30pm (35 hours per week)

Salary: Wage range depending on experience.

How to Apply:

For a complete job description and application package, please visit the Employment Section of the Soda Creek Band website at: www.xatsull.com

1. Please provide a cover letter with salary expectations and availability.
2. Complete Job Application Form.
3. Resume with Three work related job references.

Email your Application to:

Sharon Little, Executive Assistant

Email: execasst@xatsull.com

Mail your Application to:

Fax to: 250 989-2300

Attention: Sharon Little
Soda Creek First Nations
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

Application Deadline: **April 24, 2017 by 4PM.**

Applications will be accepted by email, hand delivery, fax or by mail.

NOTE** Applications received after 4:00 PM on April 24, 2017 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.