



## **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 and 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:**

- Post-secondary education in Public or Business Administration or a related field or proven combined experience
- Experience in a secretarial or executive assistant capacity
- Must be able to perform administrative duties including personnel file management, compose letters and respond to email correspondence, and arrange travel and accommodations as needed.
- 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.
- 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.
- 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
- 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](http://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:**

Band Administrator

**Email:** [bandadmin@xatsull.com](mailto:bandadmin@xatsull.com)

### **Mail your Application to:**

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

**Fax to:** 250 989-2300

**Application Deadline:** **July 3, 2018 by 4PM.**

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

NOTE\*\* Applications received after 4:00 PM on July 3, 2018 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.