



KTUNAXA NATION

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

EXECUTIVE ASSISTANT

TRADITIONAL KNOWLEDGE & LANGUAGE 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:

The position supports and performs administrative duties for the Director of Traditional Knowledge and Language. Responsibilities include screening calls; managing calendars; making travel, meeting, and event arrangements; preparing reports; and customer relations. Sensitivity to confidential matters is required. This position aims to enhance the Director's effectiveness by providing information management support and at times representing the Director to others.

DUTIES AND RESPONSIBILITIES:

- Transparency, trust, honesty, and integrity are crucial for this position to directly support the Director in a highly confidential and fast-paced environment and to ensure that the Director's time is conserved to strategically advance the goals and priorities of the Sector.
- Supports in the maintenance & organization schedule/calendar.
- Arranges travel accommodations.
- Coordinates meetings, including hospitality and lunches.
- Screens phone calls, inquiries requests, and handles them when appropriate.
- Produces documents, briefing papers, reports presentations.
- Organizes and attends meetings
- Liaises with clients, suppliers other staff
- Prepare agendas
- Prepare briefing packages, ensure completeness and accuracy; ensure receipt by members in advance of the scheduled meetings.
- Take, transcribe, and distribute minutes from meetings.
- Maintain accurate records of meetings including resolutions, motions, and actions.
- Monitor and record action items from meeting minutes.
- Assist the Director with any administrative financial support as requested. This may include processing payables, budget development, adhering to established guidelines and protocols, providing estimates of expenses related to responsibility areas, financial tracking of expenditures and projects.

POSITION QUALIFICATIONS

- Grade 12 diploma
- Diploma in Office or Business Administration preferred
- 5-8 years' office and administrative experience preferred

Required Skills, Knowledge, and Experience

- Excellent written and oral communication skills, proficiency in business correspondence;
- Excellent computer skills including Microsoft Office Suite
- Ability to manage multiple tasks simultaneously with accuracy and consistency
- Ability to take and transcribe minutes
- Capacity to prioritize and manage a number of competing initiatives and timelines
- Pleasant, professional, and efficient telephone skills
- Respect for and knowledge of Ktunaxa and aboriginal rights, culture, history, and goals
- Pleasant, professional, and efficient customer service skills

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: Wednesday, December 16th, 2020 @ 4:30 MST

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