



## JOB POSTING

### EXECUTIVE ADMINISTRATIVE ASSISTANT

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#### PURPOSE

Kitkatla Development Corporation is seeking a bright, energetic and resourceful **Executive Administrative Assistant** to become the new right-hand to the Chief Executive Officer (CEO). This role is integral to the daily operation of Kitkatla Development Corporation ("KDC"). You'll need to be highly-organized, detail-oriented, passionate about the development of KDC and its operations, willing to learn and adapt at pace and, ultimately, optimize the day-to-day efforts for the CEO as well as KDC Board of Directors.

Reporting directly to the CEO of KDC; the Executive Administrative Assistant is accountable for managing the administrative duties of the CEO and its Board of Directors. He/she will assist in the ongoing operations and promotion of KDC, ensuring efficient and effective management of the office. The incumbent is to conduct all activities in a manner that supports the mission and the vision and values of KDC. This is a permanent full-time position located in either the village of Lach Klan and/or Prince Rupert, BC.

#### MAIN DUTIES AND RESPONSIBILITIES

- Maintain up-to-date knowledge of Gitxaala Nation social, cultural, and economic issues and aspirations;
- Prepare correspondence and various documents such as reports, presentations, meeting agendas, and minutes;
- Create and maintain databases, tracking systems, statistical and/or financial tools using spreadsheets;
- Organize and coordinate information, work flow and office activities, resolve administrative problems, create new or improve existing processes and procedures;
- Arrange meetings including event logistics, scheduling appointments, travel arrangements, etc., ensuring smooth operation of the executive's office and division;
- Help plan and prepare for KDC Board of Directors meetings which includes scheduling meetings, assisting with access to information, and ensuring documentation for meetings is posted appropriately;



- Monitor and manage the incoming and outgoing communication, while providing effective customer service to internal and external clients at all levels;
- Process contracts, payroll related tasks: budgets/budgeting, travel expenses, invoices, purchase orders, and/or other financial documents by recording and entering data. Investigate discrepancies as required and monitor expenditures.
- Other duties, consistent with the duties and responsibilities of the position as directed by the KDC CEO;

### **EDUCATION, SKILLS AND EXPERIENCE**

Experience managing and nurturing productive working relationships with a range of internal and external stakeholders;

Successful completion of secondary education (Grade 12). Post secondary education would be considered an asset;

Minimum of 1 years of related office or administrative experience is preferred.

Computer literacy is essential, with advanced proficiency in the following software packages desired: MS Word, Excel, Adobe and PowerPoint.

Demonstrated initiative to address issues and resolve problems.

Exercises independent judgement with minimal supervision.

Understanding of accounting, facilities and pensions is an asset.

Excellent organizational and time management skills to plan and organize concurrent work assignments.

A motivated, self-starter with a demonstrated ability to work independently as well as within a team environment;

Strong organizational and time management skills;

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Applications / Resume with references can be forwarded to:

Laverne Faithful, Gitxaala Executive Assistant

Email: [exec.assistant@gitxaalanation.com](mailto:exec.assistant@gitxaalanation.com)

**APPLICATION DEADLINE: JANUARY 29, 2021 OR UNTIL A SUITABLE CANDIDATE IS FOUND.**

A copy of the Job Description is available upon request.