

Hagwilget Village Council-Employment Opportunity

Job Description: Executive Assistant

Job Summary:

HVC Health Services is seeking for a caring compassionate individual who enjoys interacting with elders and assisting them with their daily living activities and maintaining a clean home environment for each client. Candidates must be warm and friendly, with a strong work ethic, a positive attitude and a genuine passion for providing our community seniors with high quality care and support. The successful candidate will be self motivated, well organized and able to work both independently and as part of a team. Proven experience in working with seniors, in either paid or voluntary capacity, is desirable for this role. The successful candidate will also be required to maintain accurate and updated records on each of the clients.

Responsibilities & Duties:

A. Support to the Executive Director

1. Handles inquiries on behalf of Executive Director.
2. Reviews incoming and outgoing correspondence and materials directed to Executive Director & brings significant items to their attention. May research and follow up on incoming issues and concerns
3. Drafts important and confidential correspondence requiring a broad knowledge of organizational operations and procedures for the Executive Director's review. Formats and edits reports, letters, and prepares presentation.
4. Helps to manage confidential documentation relating to HVC administration office.
5. Advises regarding application of policies, by-laws with regard to issues of the Chief & Council or others as required.
6. Resolves issues regarding the personal schedule of the Executive Director.
 - i.* Maintains the Executive Director's agenda and schedule as it relates day-to-day activities while addressing conflicting priorities.
 - ii.* Uses Judgement and knowledge of organizational issues, priorities and relationships to respond to requests for meeting with Chief & Council members, employees and federal partners.
 - iii.* Schedules and organizes meetings involving members of the Chief & Council.

B. Support to the Chief & Council

1. May act as the Corporate Secretary to the Chief & Council.
2. Oversees planning of meetings of the Chief & Council, community & Annual General Meeting
3. Develops Agenda for meetings (face-to-face or conference calls) for review by the Executive Director
4. Prepares and distributes the agenda and background materials to all members and to invited guests.
5. Ensures travel and accommodation arrangements for members of the Chief & Council are made
6. Attend meetings to take the minutes and action list. Takes and transcribes minutes (reviewed by Executive Director), distributes a draft version of the minutes to members and develops an Action list.

C. General Administration

1. Liaises with all staff members with regard to day-to-day office management on behalf of the Executive Director, such as:

i. Liaises with external IT/Management Services Consultants regarding computer and telephone systems.

ii. Liaises with the office building manager regarding maintenance and security issues.

iii. Oversees the processing of daily incoming and outgoing mail, including email and voice mail as well as the ordering and maintenance of office supplies and equipment.

D. Supervisory Responsibilities

1. This job involves the guidance and coordination of other people's work

Job Requirements

1. Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential and sensitive nature.
2. Possess a strong work ethic and the skills to take initiative, and see work through
3. Exceptional organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
4. Ability to analyze situations and make appropriate decisions without immediate supervision.
5. Superior verbal and written communication skills.
6. Excellent interpersonal skills.
7. An exceptional ability to think creatively to identify and resolve problems while paying attention to accuracy
8. Superior diplomacy and high levels of integrity
9. Ability to mentor team members.
10. Dedicated team player.
11. Full working knowledge of Chief & Council governance and office policies and procedures.
12. Exceptional knowledge of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Internet.
13. Good understanding of budget processes.
14. Strong event planning abilities to see events through from start to finish.
15. Ability to work in a fast-paced environment and handle a number of issues simultaneously

Experience & Education

1. A minimum of 2-5 years of experience supporting senior managers or directors and in providing administrative support to a Chief & Council.
2. A Bachelor's degree in business administration or related field, or an equivalent combination of education and recent relevant work experience.
3. A minimum of 2 years of supervisory experience is desirable. 3
4. Experience working with First Nations and an understanding of First Nations health, social and information management issues will be considered an asset

We encourage qualified interested persons to submit your cover letter, resume and references
by *2:00pm Friday March 18 2022*

The above general description of requirements for interested parties and a formal job description and
contract will be discussed with those selected for an interview. Please make submissions
to: records@hagwilget.com