

# Hagwilget Village Council

P.O Box 460

New Hazelton, BC V0J 2J0

Phone: (250) 842-6258 Fax: (778) 244-9225

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## EMPLOYMENT OPPORTUNITY

**Department:**

**Administration**

**Job Title: Executive Assistant**

We are looking to fill a position and join our HVC administration team. looking for an experienced candidate with at least 2-5 years of experience supporting senior executives and the Chief & Council. This is an excellent opportunity for someone looking for a dynamic and professional working environment where you can make a difference.

Reporting directly to the Executive Director, the Executive Assistant performs, coordinates and oversees office administrative duties. The Executive Assistant is responsible for ongoing support to the Executive Director, and Chief & Council, and coordination for the day-to-day operation of the HVC Administration Office

**NOTE: Will consider on the job training for the right candidate (first priority to HVC members)**

### **QUALIFICATIONS**

#### **Education**

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

### **PLEASE ASK FOR COMPLETE JOB DESCRIPTION**

**Hours of Work:** Monday to Friday (35 hours per week) **full-time**

**Start date:** To be determined

**Deadline for Application: open till position is filled**

Please send resume, cover letter and references in any one of three ways:

Email: [jobs@hagwilget.com](mailto:jobs@hagwilget.com)

Fax: (778) 244-9225

Mail: PO Box 460, New Hazelton BC, V0J 2J0

**A Criminal Record Check and 3 References** are required

**ONLY THE APPLICANTS WHO ARE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

