



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EXECUTIVE ASSISTANT

Department: Governing Office
Reports To: Chief
Type of Employment: Full-time Permanent
Hours of Work: 37.5 hours per week

JOB PURPOSE

The Executive Assistant is responsible for providing high-level confidential administrative and financial support to the work of the elected government of the Chippewas of Nawash Unceded First Nation. Primary activities include entrusting Band Council mandates, accounts payable, receivable and other financial related duties.

KEY DUTIES AND ACCOUNTABILITIES

- Act as contact and respond to inquiries from Band Members, Council, internal and external stakeholders with the assistance of the Office Clerk
- Ensure Chief's calendar system is updated with all bookings and events
- Prepare agendas and be present for all Council, and other meetings as required and ensure the accurate completion of minutes, motions, etc.
- Draft various correspondence including letters on behalf of the Chief
- Coordinate, organize and manage special projects as assigned by the Chief
- Assist with the collation and maintenance of workplan and budget submissions and year-end reports
- Assist in the development and preparation of funding proposals and complete all reports
- Oversee that computerized and manual filing systems are maintained
- Process and enter invoices for payment, cheque requisitions and issuing receipts, verifying account codes and ensuring that supporting documentation and requisite approvals are adhered to, in accordance with Nawash policies and procedures
- Sign off on accounts payable, travel receipts and ensuring filing is maintained
- Oversee that all Council credit cards are reconciled on a monthly basis, ensuring that appropriate receipts and backup documentation is obtained from Council, staff and or source
- Oversee travel arrangements for Council members to and from events, including the booking of vehicles/flights/hotel reservations, etc. when necessary and provide Council members with the relevant information for travel purposes
- Oversee that follow up is complete with Council members and staff on a regular basis for travel receipts and expense claim support documentation
- Submission of travel reimbursements to government agencies, proponents, First Nation Organizations and sponsors
- Ensure the basic bookkeeping and financial functions for the office are accurate and up to date
- Obtain quotes for products and services as required
- Prepare GL transfers as required
- Ensure job descriptions are accurate to duties and accountabilities of position and assist in the recruitment process

- Train and supervise clerical support staff and monitor performance
- Oversees employee timesheets, communicate directives related to holidays/dates and submit payroll
- Provide administrative and technical support services to the organization as required
- Perform other duties as assigned and as needed to ensure office runs effective and efficiently

REQUIREMENTS

Education and Experience:

- Diploma in Business Administration, Secretarial or related field with three (3) years' experience in a senior level executive assistant position OR Grade 12/equivalent and six (6) years' experience
- Experience working with First Nations or Indigenous organization

Designations, Licences & Requirements:

- Valid Class G Driver's Licence would be considered an asset
- Acceptable recent Criminal Record Check
- Required to take additional training and development as required
- Must be bondable (is responsible and in possession of a band Visa to make travel arrangements and other authorized purchases on behalf of the Band)
- Training and certification in WHMIS 2015, Occupational Health and Safety, Workplace Violence and Harassment, COVID-19 Health and Safety, Health and Safety Overview

Knowledge, Skills & Abilities:

- Operational knowledge and understanding of First Nation issues at the local level
- Skilled with office operations and administrative support at an executive level
- Financially literate for accounts payable, receivable and other financial related duties
- Expert knowledge of various soft and hardware such as MS Office (Word, Outlook, Excel, Power Point)
- Fast and accurate typing skills for minute taking and attention to detail for meetings, finances, etc.
- Skilled with organizing and maintaining files and records
- Ability to manage competing duties, prioritize and meet tight deadlines
- Understanding the importance of confidentiality, tact and privacy
- Ability to work various phone systems, office and meeting equipment

PROBLEM SOLVING & COMMUNICATION

- Exceptional written and verbal communication and customer service skills to create and maintain relationships with internal and external stakeholders at all levels
- Confident with public speaking, and ability to present material to audiences when needed
- Ability to problem solve minor technical issues, handle difficult situations and individuals

DECISION MAKING & IMPACT

- Ability to work and make sound decisions with little supervision in following predetermined policies, procedures and manuals

SAFETY RESPONSIBILITIES:

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

STAFF REPORTS

- Office Clerk
- Scanning Clerk or other Casual Contracts as needed
- May be required to show others how to perform tasks

WORKING CONDITIONS

1. **Physical Demands** - Periods of sitting and keyboarding can cause eye strain and fatigue. Occasional periods of carrying/lifting items, reaching with hands/arms, climbing, crouching, kneeling and stooping.
2. **Environment** – Mainly an office environment with ability to travel at times. Minimal exposure to hazardous materials (cleaning supplies)
3. **Mental** – High volume, fast-paced environment and at times must handle difficult situations or persons that some may find stressful
4. **Position Type/Expected Hours of Work** - Regular full-time hours 37.5 hrs per week with availability to overtime in evenings and on weekends as required.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date