



Liard First Nation Executive Council Office

PO Box 328 WATSON LAKE YT Y0A 1C0

Phone: 867.536.7901 • Fax: 867.536.7910 • Email: ea@liardfirstnation.ca

EXECUTIVE ASSISTANT

JOB DESCRIPTION

Position: Executive Assistant
Department: Executive Council Office
Supervisor: Manager, Executive Council Office
Type: Full-time; Permanent; 37.5 hrs/wk
NOC: 1222
Median Wage: \$50,993
Closing Date: Open until filled

JOB SUMMARY:

This full-time position requires strong administrative and communication skills and the ability to multi-task. The successful candidate for this position is a skilled and experienced senior-level administrative professional who has a track record for establishing and maintaining a positive and professional rapport with internal and external customers and stakeholders at all times. Experience with managing budgets and coordinating events is an asset. The ideal candidate will have a minimum of 5 years' experience working in an office (and ideally, government) environment. This position works closely with the elected Council and has front-line dealings with Liard First Nation community members and works proactively with other agencies and governments to meet LFN's strategic and operational objectives.

DUTIES INCLUDE:

- Manage meetings, schedules, travel, etc. for Chief and Council
- Take minutes within LFN Government from Chief and Council meetings, Director meetings, and any other Government agencies when required
- Have all minutes distributed within 2 days for review by C&C prior to next meeting
- Set up systematic filing for all minutes and BCR's
- Manage all incoming and outgoing mail from the office of C&C
- Daily filing of all correspondence
- Manage all incoming emails and directing or responding from various agencies and Government on a daily basis
- Work closely with LFN members, ensuring their needs are met on a daily basis
- Answer and direct calls to the appropriate Department or individual Council Member, taking messages when required



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- Photocopying, faxing and scanning documents to the appropriate organizations, businesses, and government agencies on a daily basis
- Work with all five communities within the Kaska Nation, ensuring all their correspondence are communicated with C&C
- Work closely with the LFN Directors and staff in organizing events for the Government of Liard First Nation
- Work with Territorial and Federal Government on a daily basis
- Order all office supplies
- Follow finance procedures
- Perform all other work-related duties as requested by the Executive Director and/or C&C

MANDATORY QUALIFICATIONS:

- Excellent oral and written communication skills
- Extensive experience in crafting various written materials including but not limited to: proposals, organizational strategies and plans, reports, minutes, correspondence, briefings
- Strong customer service and negotiation skills
- Strong organization, coordination, scheduling capabilities
- Professional experience in minute-taking and preparing briefings
- A satisfactory criminal record check
- Self-directed and self-motivated and demonstrates initiative
- Experience working with confidential information and documents
- Demonstrable experience in providing administrative, management and program support
- Sound understanding of traditional Kaska culture, values, beliefs, and practices
- Experience in the planning and coordination of internal resources
- Ability to communicate and work effectively across government and stakeholder groups to build support of and to advance government initiatives
- Experienced in preparing and delivering presentations to individuals and groups

EDUCATION:

- Formal computer skills training and strong computer software skills
- Training or certification in communication, customer service, project management or similar
- Formal education in administration, business, politics, history, English or related

THE IDEAL CANDIDATE:

- Has a track record of effective performance in progressively complex senior roles
- Is an administrative professional, with proven experience in effectively managing a heavy workload and contributing to successful outcomes in complex, multi-stakeholder environments



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- Experienced in working in high profile public or government positions and maintaining a high level of accountability, professionalism and a commitment to excellence
- Has proven experience and capability in maintaining positive relations with a diverse client base including stakeholder organizations and other governments
- Proven ability to achieve results and reach organizational targets
- Works proactively across organizational units to support the continuous achievement of organizational and strategic and operational objectives
- Has extensive experience working in government

TO APPLY:

Submit cover letter and resume to the LFN's Executive Office or email to ea@liardfirsnation.ca Preference will be given to LFN members or Kaska members who meet the minimum requirements.