NTC Executive Assistant

The Nuu-chah-nulth Tribal Council (NTC) is looking for a professional, detailed-oriented Executive Assistant to support the NTC Executive Director, Human Resource Manager and Executive leadership team by carrying out a variety of important, confidential, and complex administrative support functions. This position is based at the main NTC office.

Responsibilities will include:

• Provide administrative support and assist in high level meeting coordination for: NTC Directors, NTC General Society, NTC Executive Committee, Human Resource Committee, and Management
• Coordinate all aspects of logistical needs for meetings and engagements for the Executive team
• Ensure meeting kit materials are compiled and kits are prepared, prepare summary and action item notes, and develop draft records of decisions for each meeting
• Prepare draft administrative memos, letters, notices, as requested by Executive
• Review and code incoming invoices and forward to Executive Director for approval
• Maintain strong confidentiality on all Executive level and/or Human Resource matters of NTC

Essential Qualifications:

• A minimum of a high school diploma/GED with 3-5 years of office administration or executive support experience
• Certification in office administration, or related education program is an asset
• Must be professional, possess a strong work ethic, have a mature attitude, and practices sound judgement
• Superior time management, multi-tasking skills, ability to prioritize tasks, and able to work independently
• Have excellent communication skills (tactful/respectful), proven ability to write and format moderately complex documents, and manage information flow skillfully
• Proficient at technical setups for virtual meeting platforms like Zoom and MS Teams and ensuring proper invites to virtual attendees
• Knowledge and understanding of the general meeting processes including rules of order, recording of decisions at the committee and/or political/society level
• Advanced knowledge of Microsoft Office programs
• Understanding of First Nation’s governance and protocols would be considered an asset
• Possess a valid BC Driver’s License and have daily access to a vehicle for business travel, and must willing to travel for out-of-town meeting with occasional overnight stays
• Provide references and an acceptable criminal record check
• Be willing and able to demonstrate compliance with the NTC Vaccination Policy (COVID-19)

Salary based on qualifications and experience: salary range $50,000 - $58,000

Apply by 1:00 pm, March 7, 2022, by sending your cover letter, resume and three references (who are available to contact) to:

Nuu-chah-nulth Tribal Council
P.O. Box 1383
Port Alberni, BC V9Y 7M2
Attn.: Human Resource Manager
Fax: (250) 723-0463
Email: apply@nuuchahnulth.org

(We thank all applicants for their interest, however only those selected for an interview will be contacted)