



## Executive Assistant

## Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for an Executive Assistant to carry out office and administrative tasks in a friendly, courteous and helpful manner.

**The Position:**

The Shuswap Nation Tribal Council is looking for a dynamic individual for the position of Executive Assistant. This individual will provide administrative support to the Intergovernmental Political Manager, Administration Operations Human Resource Manager and Tribal Chief in the day to day operations of the Shuswap Nation Tribal Council.

**Relevant Knowledge and Abilities**

- Demonstrated competency in administrative tasks such as good organizational skills and record keeping.
- Strong technical competency of computer skills and knowledge of computer programs such as Microsoft Word, Power Point, Excel and Outlook and social media sites.
- Demonstrate ability to multi-task, set priorities effectively under tight deadlines and turnaround times and problem solve.
- Ability and willingness to participate in gatherings and or SNTC events as required.
- High level of integrity to handle confidential and/or sensitive information.
- Assist with coordination of political and technical works that supports the objectives of the Aboriginal Rights and Title of the Shuswap Nation Tribal Council members.

**Requirements and Qualifications:**

- Prefer Administrative Assistant Certificate or diploma or Business Administration equivalent.
- Minimum 3 years' office experience in an office environment, or an equivalent combination of education, training and experience.
- Strong writing, minute-taking, editing and proofreading skills essential, including ability to present concepts proficiently.
- Ability to conduct research draft briefing notes and summary memos.
- Valid class 5 drivers' licence.
- Professionally maintain an interpersonal awareness with staff, clients, corporate and government representatives and other organizations that we may interact with or follow-up with through work activities.
- Capability or experience with facilitation at meetings or community gatherings.
- Ability and willingness to travel.

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as *one* Word document) referencing SNTCADMN in the **email subject line**, by email to ([sntcadmn@shuswapnation.org](mailto:sntcadmn@shuswapnation.org)) by noon on July 30, 2019. *The Shuswap Tribal Nation Council thanks all applicants for their interest, however only those selected for an interview will be contacted.*