



**Exciting Career Opportunity**  
**Executive Administrative Assistant, Band Office**  
**Extended Closing Date: January 6, 2022**

**General Description:**

Under the direction and supervision of the Director of Administration and Director of Operations this position provides general administrative support in a highly confidential and political environment. This position requires teamwork and a high degree of initiative and attention to detail with excellent communication skills.

**Responsibilities:**

- Provides confidential administrative support for the band office as determined by the Director of Operations or designate.
- Acts as a point of contact receiving incoming calls and emails and responds to external and internal general enquiries.
- Retrieve, record and distribute incoming mail as well as outgoing mail.
- Manages Director of Operation's appointment calendars.
- Maintains office supplies by checking inventory and ordering supplies as needed.
- Maintains office equipment (photocopier) that includes calling for repairs.
- Sorts and distributes incoming/outgoing mail that includes mail to other departments.
- Coordinates meeting set-up (e.g. catering, room bookings, agendas, meeting packages, etc.) and records minutes of meetings when asked.
- Provide administrative support to Request for Proposal (RFP) process.
- Performs general office duties such as photocopying, faxing and typing.
- Provides back-up support for front reception.
- Process incident reports for security and OH&S so they are recorded.
- Maintains records management system and the digitization of files through DocuShare.
- Other related administrative duties as required such as processing invoices, maintaining tracking systems and providing administrative support to the HR and Finance functions.

**Qualifications and Education:**

- Grade 12 and plus one year of related experience.
- Administrative training from a recognized educational institution is considered an asset.
- An equivalent combination of education and experience will be considered.
- Proficient in the use of computer software (e.g. Windows, MS Outlook, SAP, MS Office Suite) and/or ability to learn new software.
- Ability to work well in a fast-paced, highly confidential and political environment.
- High level of attention to detail.
- Able to work under pressure and meet tight deadlines.
- Desire to be proactive and create a positive experience for others.
- Excellent verbal and written communication skills.
- Superior organizational skills and dedication to completing tasks in a timely manner.
- Knowledge of Indigenous and/or Mi'kmaw communities/organizations.
- Must have a valid driver's license & reliable vehicle with automobile insurance;
- A criminal records check is required. Having a criminal record is not a determinate factor.



**Working Conditions:**

- Work completed in a comfortable office environment with extensive amount of time sitting at a desk using a computer.

**Benefits**

Starting Salary: \$36,387. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***