

Position Description

Job Title: Executive Assistant
Reports To: Director
Team: Semath Xotsa Developments Ltd. (SXDL)
Date: April 2019

Position Summary

The Executive Assistant (EA) ensures the delivery of executive administrative support services in the SXDL offices. This position is responsive for assisting the Director in day-to-day activities and provides administrative support to the Board of Directors. This position is also responsible for maintaining the Governance files and Corporation paperwork and taking minutes for Board of Director meetings.

Key Duties and Responsibilities

Support to the Director and Board of Directors

- Schedules meetings and ensures that meeting facilities are appropriate including the provision of audio-visual materials, refreshments and snacks.
- Makes travel arrangements, prepares travel and expense reports in accordance with company policy, and performs any other administrative support for members of the Board and the Director as requested.
- Records minutes of meetings as directed by the Director and ensures the safekeeping of minutes through electronic backup and secured hard copy.

Communication

- Establish and maintain social media sites including but not limited to Facebook, Twitter, LinkedIn and any other social media format used for SXDL business purposes.
- The EA will maintain administrative authority over all SXDL social media and ensure the sites are secure and only authorized information is share in accordance with SXDL Social Media Policy. The EA will maintain Administrative rights to safeguard the integrity of the sites and information to be shared. Passwords and access will be maintained and shared only with those that have the appropriate authorization.

Special Event Planning and Coordination

- Plan, design and produce events while managing all project delivery elements within time limits.
- Liaise with internal and external stakeholders.
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all events details such as décor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc.
- Ensure compliance with insurance, legal, health and safety obligations.
- Specify staff requirements and coordinate their activities.
- Conduct pre and post event evaluations and report on outcomes.
- Incorporate cultural and traditional practices.

- Where and when required, establish working group to assist with event planning and task assignments.
- Prepare recommendations to improve organizational systems and equipment needs to support and improve services

Office Administration

- Ensures all SXDL required forms are up to date and available online.
- Responsible for filing and maintaining reports to federal and provincial agencies.
- Provides administrative support services to special committees of the Board as and when required.
- Records management, establish and maintain files and documents, both hardcopy and digitally.
- Provides recommendations to improve organizational systems and equipment needs to support and improve services.

Governance

- Establish and maintain records of Board including but not limited to: Maintain corporate resolution records and all Board of Director minutes and documents and ensure all governance documents are in order and filed correctly and any other governance tasks as assigned by the Director or Board.

Knowledge, Skills and Abilities

- Minimum 2 years of working experience in office administration.
- Proven ability to maintain confidentiality of documents, records and information.
- Experience in working with First Nations and in a corporate setting.
- Ability to develop and maintain effective working relationships with peers, managers, Board members, contractors, suppliers and SFN staff and members.
- High level of competency in computer software including MS Outlook, Word and Excel.
- Effective verbal, written and presentation communication skills.
- Ability to work independently and self-manage.

Training, Education and Experience

- Certification in Office Management is an asset
- Experience in office procedures, records management and document processing.
- Experience in Communications is an asset.
- Valid BC Class 5 Driver's License.

Critical Success Factors

- Ability to work independently without supervision and in a team environment where mutual support is essential.
- Able to deal with individuals in different situations including situations where complex, high pressure, difficult decisions, or emergencies; interacts with others in a tactful, compassionate and sensitive manner.