



# Tseshahst First Nation

## Employment Opportunity

### EXECUTIVE ASSISTANT

The Tseshahst First Nation Administration Office is now accepting applications for the position of **Executive Assistant**. This is a full-time position at 75 hours bi-weekly (37.5 hours per week).

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#### POSITION SUMMARY

The Tseshahst First Nation is seeking a highly organized and proactive Executive Assistant to provide comprehensive support to the Executive Director and Chief & Council. The successful candidate will play a pivotal role in ensuring efficient operations and communication within the organization.

#### QUALIFICATIONS

##### *Training, Education and Experience*

- Grade 12 Diploma or equivalence is required, with Administrative Assistant certificate, or other relevant courses/training in the Secretarial/Legal Secretarial job field.
- Proven office skills acquired from 3 to 5 years experiences in a senior office administrator or secretarial role in a professional office work environment.
- Excellent communication skills, both written and verbal, with a strong attention to detail.
- Proficiency in MS Office Suite.
- Well-developed organizational and time management skills; able to readily address changing priorities.
- Ability to prioritize tasks, meet deadlines, and adapt to changing priorities.
- A good understanding of office protocols, systems, and computer programs associated with coordinating executive schedules, files, and correspondence.
- Good interpersonal skills; able to develop and build pleasant and respectful relationships, maintain confidentiality, display sound judgment, and exercise discretion at all times.
- Experience in a First Nations or Indigenous organization is an asset.
- Understanding of Indigenous cultures, protocols, and governance structures is an asset.
- A satisfactory Criminal Record Check is required.

#### HOW TO APPLY

Submit a cover letter, resume and three (3) current references to:

Tseshahst First Nation, Attn: Executive Director  
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or  
by email: [apply@tseshaht.com](mailto:apply@tseshaht.com)

*Tseshahst First Nation is an equal opportunity employer and encourages/expects that its membership and other First Nation members will apply with job qualification. Where possible, employment opportunities and contracted services shall be offered to Tseshahst members where qualified and eligible.*

#### Hiring organization

Tseshahst First Nation

#### Employment Type

Full time

#### Job Location

5091 Tsuma-as Dr.,  
Port Alberni, BC, V9Y 8X9

#### Working Hours

75 hours bi-weekly

#### Wage Range

\$24.50 – 32.00/hour

#### Date Posted

July 25, 2024

#### Closing Date

August 15, 2024