

**Administrative Assistant (Full Time)**  
**Huu-ay-aht Group of Businesses (HGB) | Port Alberni, BC**

Wage: \$25.00–\$30.00 per hour

Application deadline: Wednesday, February 18

The Huu-ay-aht Group of Businesses is seeking an experienced Administrative Assistant to provide senior administrative and executive support to the CEO, CFO, Board of Directors, and management team.

This role is responsible for executive coordination, Board and committee administration, office operations, records and privacy management, and clerical support to HR and occupational health and safety programs. The successful candidate will be highly organized, discreet, and comfortable working independently in a fast-paced environment.

**Key Responsibilities:**

- Executive and Board support (meetings, minutes, correspondence)
- Office administration and records management
- Privacy and compliance support
- HR and health & safety coordination
- Procurement and office/infrastructure logistics support

**Qualifications:**

- 3+ years in a senior administrative role
- Post-secondary education in Business or Office Administration
- Strong Microsoft Office skills (Excel required)
- High level of professionalism and confidentiality
- Strong communication and organizational skills

Join a values-based organization committed to respect, care, and community.

**Application Details:**

Submit a resume and cover letter highlighting the skills and experience you would bring to this position to [hradvisor@huuayaht.com](mailto:hradvisor@huuayaht.com). *Full job description is available on our website.*

**Closing Date:** Resumes received by 4:00 pm on Wednesday, February 18 will be considered.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted.