



Tla-o-qui-aht First Nation Economic Development Master Limited Partnership

Job Title:	Executive Assistant	Date Posted:	March 20, 2023
Department/Group:	Administration	Posting Expires:	April 10, 2023
Location:	Tofino	Travel Required:	Occasional
Level/Salary Range:	\$45,000 - \$60,000 annually Commensurate with Experience & Training	Position Type:	Permanent Full-time
Supervisor:	CEO		
Applications Accepted By:			
EMAIL: EDO.tfn-edc@tla-o-qui-aht.org Subject Line: Executive Assistant Position May 2023 Attention: Jamie Bassett – Chief Executive Officer		Mail: Jamie Bassett- Chief Executive Officer Tla-o-qui-aht First Nation Economic Development Master Limited Partnership BLD B 1119 Pacific Rim Hwy Tofino, BC, V0R2Z0	
Job Description			
<p>The Tla-o-qui-aht First Nation and Administration is located on the West Coast of Vancouver Island, in Tofino, British Columbia. The Tla-o-qui-aht Nation and its people, are a nation with over 1200 Members. The Administration is comprised of about 50 employees that continues to grow as the Tla-o-qui-aht Nation's Lands, Economic, and local growth continues. Our direction is based on the harmony of strong administration and good governance that values our ha'wiih ha-houlth-ee and the laws of nature.</p> <p>As the Executive Assistant with TFNEDMLP you are responsible for managing the office of the Chief Executive Officer (CEO), including taking calls, scheduling and planning meetings, coordinating travel, tracking finances, and adhering to established procedures and timelines. You will be working in a professional, community-oriented environment and dealing directly with the public answering phones and performing reception duties.</p> <p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Handling incoming calls and other communications; • Sorting through incoming mail, as well as file, maintain and handover documents to the appropriate contacts within the firm; • Managing internal filing system; • Schedule duties include booking appointments, meetings, travel, and boardroom events; • Drafts agendas and itineraries, takes minutes as requested; • Organizes and maintains office areas including managing orders and meeting room supplies; • Drafts original correspondence; • Research as required; • Transmits reports and other communications to staff, external agencies, board members, and stakeholders; • Managing and Posting Communications to TFNEDC Website • Answers inquiries and receives visitors on behalf of the CEO; • Monitors monthly expenditures for the CEO, in relation to annual budgets; 			



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- Managing orders for office and meeting room supplies;
- Recording and distributing meeting minutes;
- Invoicing and advance billing;
- Always providing courteous and professional service;
- Performs other related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Degree and/or experience in business administration;
- Training and/or experience interacting with the public in a retail and/or service environment;
- High level of proficiency in MS Office applications, and Adobe Acrobat; website Management Applications;
- Experience with business financials, budgets, and accounting;
- Minimum of two (2) years' experience in a dynamic, multitasking office environment.

PREFERRED SKILLS

- Preference will be given to a qualified Aboriginal candidate;
- Experience working, collaborating and building strong relationships with Aboriginal and rural communities;
- Excellent verbal and written communication skills, able to communicate with all levels of an organization;
- Excellent customer service skills;
- Ability to work accurately with minimum supervision;
- Ability to work to tight deadlines with high levels of accuracy;
- Positive and professional attitude with strength of character and determination to succeed.



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ADDITIONAL NOTES

We are committed to employment equity and encourage applications from women, Aboriginal people, persons with disabilities and visible minorities.

Our Conflict-of-Interest Policy prohibits employers from hiring, supervising, or reporting to, directly or indirectly via the reporting hierarchy, their immediate family, or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the Hiring Manager.

Please note this role can be a growth position and the EA will have the opportunity to train/learn about the challenges of becoming an Economic Development Officer.

If you are contacted by us regarding a job opportunity, please advise if you require accommodation.

We thank all applicants who apply, only candidates selected for an interview will be contacted.

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	
Last Updated By:		Date/Time:	March 7, 2023