



## Senior Executive Assistant - Leadership

### About NNTC:

The Nlaka'pamux Nation Tribal Council (NNTC) is a governing entity of the Nlaka'pamux Nation. NNTC works to protect and advance Nlaka'pamux title and rights. In the process of decolonization, NNTC is instrumental in the exercise of Nlaka'pamux jurisdiction including shared decision making with other levels of government ensuring decisions impacting our people, land and resources are in our best interests. NNTC has associated incorporated entities including companies doing work in relation to archaeology, environment, wildlife, construction, and solar power. NNTC is principled, disciplined and a leader in innovative change.

### This Opportunity:

In this role, the Senior Executive Assistant provides superior administrative support for the work of the Leadership and Senior Management. The Executive Assistant will process and execute tasks per Senior Management direction and may act autonomously within scope. As the Executive Assistant provides support with sensitive and confidential information, they perform their work with a high degree of integrity.

### About the job:

This is a Full-Time role based in NNTC's Vancouver office, and includes paid vacation, an extended benefit plan, and a defined contribution pension plan. Key responsibilities of the role include:

- Update and maintain appointment schedule for the Leadership and Senior Management.
- Coordinate meetings ensuring well-defined and timely agendas, identification of and notification to interested parties, compilation of all supporting materials, and preparation of packages/summary documents.
- Attend and act as a recorder for Leadership and Senior Management meetings.
- Liaise with external organizations on behalf of the management team to respond to and/or share information and ensure follow-up by relevant personnel on emergent issues.
- Coordinate logistics (including meals, travel, and accommodations) for the Leadership and Senior Management team.
- Review all documents, reports, and correspondence prepared for management signatures for format, content, grammar, spelling, and make edits as necessary.
- Prepare draft reports with supporting documentation and conduct research as needed.
- Effectively triage visitors, telephone calls, correspondence and incoming materials by screening and prioritizing for immediate attention, distribute as appropriate, take and relay messages, and direct visitors.

### You are a good fit for this role if you have:

- A diploma or degree in business administration, administrative assistance, or management, or other equivalent education, training, life, and work experience.
- 5-10 years experience as an Administrative Assistant, ideally with some experience providing support to senior level management.
- Experience dealing with highly sensitive and confidential information.
- Highly developed organizational skills with the ability to prioritize and complete multiple assignments with varied deadlines and ensure high-quality work in a fast-paced environment.
- Strong experience recording and transcribing meeting minutes.
- Exceptional communication skills in writing, speaking, and listening.
- Strong knowledge of office procedures and practices.

- Outstanding with Microsoft Office Suite (such as Outlook, Word, Excel, Power Point).
- Ability to work independently and make decisions to determine appropriate action to take in handling inquiries.
- Critical thinking skills

#### **Assets**

- Knowledge and understanding of Nlaka'pamux culture, and title and rights would be a strong asset.
- Previous experience with corporate records management and / or working with different levels of government would be assets.

#### **Compensation**

- \$75,000 - \$90,000 per year

Does this sound interesting to you? If so, NNTC welcomes you to submit a resume and cover letter, highlighting how your experience and qualifications are a fit for this exciting opportunity, to [spedlar@nntc.ca](mailto:spedlar@nntc.ca) by September 13, 2024. Please note the role you are applying for in the subject line of the email. Please visit NNTC's website, <https://nntc.ca>, for the full job description.

*NNTC thanks all applicants in advance; however, only applicants selected for an interview will be contacted. NNTC welcomes applications from all interested applicants; however, preference will be given to Nlaka'pamux and other Indigenous applicants.*