



NISGA' A TS' AMIKS VANCOUVER SOCIETY

100 – 525 West 10th Avenue, Vancouver, B.C. V5Z 1K9

Telephone: (604) 646-4944 Toll Free: 1-866-646-4944 Facsimile: (604) 646-4955 Site: www.tsamiks.com

Position: Senior Administrative Assistant
Supervisor: Senior Accountant & CEO
Hours: 37.5 hours per week
Term: Full Time Permanent Position
Location: 100 – 525 West 10th Avenue, Vancouver, BC

INTRODUCTION:

The Senior Administrative Assistant is responsible for a wide variety of administrative duties in support of the Chief Executive Officer (CEO) and the Senior Accountant. Duties include but are not limited to reception, arranging travel plans, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Senior Administrative Assistant is also required to maintain confidentiality and professionally interact with employees, management, and the public. Other duties shall be assigned as necessary.

Job Duties

- Provide direct administrative and office management support to all members of the executive team, as directed.
- Maintain work schedules and calendars of executive management, particularly the CEO/President.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Review, evaluate, and distribute priority correspondence for executive team.
- Facilitate communication from department managers, business unit leaders, and project managers.
- Complete expense reports, pay invoices, and other related Accounts Payable duties.
- Take and transcribe dictation notes.
- Prepare and review presentations.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Other duties shall be assigned as required.

Requirements

- Post Secondary Diploma in Business Administration, or relevant discipline, required.
- Secondary School Diploma required.
- 5-7 years' experience in an Administrative role preferred.
- Strong knowledge of office procedures and practices.
- Keen attention to details.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Resourceful and flexible.
- Proven organizational and time management skills.

VALUES AND PRIORITIES:

At all times, employees of NTVS are to be examples of NTVS values and work towards Unity. Employees of the Society will at all times treat each other, Society members, the Board of Directors and NTVS community partners with respect and courtesy.

All employees must submit a criminal record check.

Preference may be given to qualified Aboriginal candidates per Section 41 of the Human Rights Code. Please forward a copy of your resume with cover letter to:

APPLICATION DEADLINE: Please send a **Cover Letter** and **Resume** via email by 5:00 pm on Thursday June 7, 2023 to hr@tsamiks.com Or FAX: 604-646-4955.

Note: Only those who meet the criteria and have been screened through for an interview will be contacted.