



EXECUTIVE ASSISTANT (PITT MEADOWS)

On behalf of our client, Katzie First Nation (“Katzie”), we are searching for an Executive Assistant to join their team located in Pitt Meadows, BC. The Executive Assistant will support the Chief and Council and be responsible for a wide array of administration duties to assist the Chief and Council to better serve their diverse community. Katzie’s territory extends south from the headwaters of the Pitt River in the north, to the Alouette River in the east, the Serpentine and Nicomekl Rivers in the south, and down the lower Fraser River to the mouth. Katzie have stewarded the lands and waters within their territory, handed down to them by their ancestors, for the benefit of future generations, since time immemorial.

Reporting to the Chief and Council, the Executive Assistant’s duties include, but are not limited to, arranging travel plans, taking, and distributing meeting minutes, scheduling appointments, and drafting internal and external correspondence. The Executive Assistant is also required to confidentiality and professionally interact with all employees, management, and the public. The ideal candidate will be a highly organized individual with exceptional communication and time management skills and enjoy performing a variety of key administrative and support tasks as assigned.

Responsibilities:

- Provide direct administrative and office management support to the Chief and Council and other senior staff as directed.
- Maintain work schedules and calendars of executive management, particularly the Chief and Council.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Schedule and prepare materials for meetings involving the Chief and Council, including booking of venues, developing summary documents, printing materials, etc.
- 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, summaries, and research.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the executive office.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Coordinate office activities.
- Troubleshoot and/or escalate office administration issues.
- Review, evaluate, and distribute priority correspondence for executive team.
- Facilitate communication from department managers, business unit leaders, and project managers.
- Complete expense reports, code/pay invoices, Visa receipts, Time Sheets, and other related 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



Skills & Qualifications

- Post-Secondary Diploma in Business Administration, or relevant discipline, required.
- Secondary School Diploma required.
- 2 years' experience in an administrative role preferred.
- Possess management skills and experience and an ability and willingness to coach and mentor other employees.
- Project management skills and experience is considered an asset.
- Highly developed organizational skills with the ability to prioritize and complete multiple assignments, meet deadlines and budgets, and ensure high-quality work in a fast-paced environment.
- Strong communication skills in writing, speaking, and listening.
- 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 ability to self-manage and work independently as well as part of a team.

This position will be of interest to an individual who is driven by meaningful change and enjoys being an integral supporting member of a First Nation community. Located in Pitt Meadows, the team works both remotely, and in the office.

If you are interested in learning more about this exciting opportunity, kindly forward your resume to cayce.fedberg@clearchoicehr.ca. We thank all interested applicants, however; only those selected to move forward will be contacted. Preference will be given to Katzie First Nation community members, but all who are qualified are encouraged to apply.