

Lytton First Nation

Executive Assistant to the Administrator

The Lytton First Nation is currently recruiting for the position of Executive Assistant to the Administrator. This individual would be responsible for providing administrative and executive level support to the administrator. Primary duties will include meeting notes, filing, scheduling appointments, setting up and assisting with any meetings as required.

Position title: Executive Assistant
Reporting to: Administrator
Location: Administration Office
Hours: Full time 35-hour work week

Responsibilities:

- Provide administrative and office management support to the Administrator
- Maintain work schedule and calendar of the Administrator
- Perform all necessary correspondence
- Punctual in all duties
- Complete confidentiality in all matters
- Help to enhance a professional environment for all employees
- Other duties as assigned.

Qualifications:

- High school diploma or GED
- Diploma in Business Administration or relevant discipline and experience in an administrative role preferred
- Strong knowledge of office procedure and practices
- Excellent organizational and communication skills

Deadline: Open Until Filled

(Thank you to all for your interest. However, only those short-listed will be interviewed).
Apply with cover letter, resume, and current references to:

Email: jobs@lfn.band

In person: drop off at the LFN band office



PO Box 20
Lytton, BC
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PHONE 250.455.2304
EMAIL jobs@lfn.band
WEBSITE www.lfn.band