## Executive Assistant to the Band Administrator

## The Lytton First Nation is currently recruiting for the position of Executive Assistant to the Band Administrator. This individual would be directly accountable to the Band Administrator and 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:** Band Administrator

**Location:** Band Office

**Hours:** Full time 35-hour work week

 **Duties:**

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

**Qualifications:**

* 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

**Posting 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:

Attention: Administrator

Email: jobs@lfn.band

In person: drop off at the LFN band office