

Executive Assistant
Refer to competition number: NIB-2019-EXEC-ASST
Internal/External Competition

Description: The NIB Trust Fund's mission is to preserve and revitalize First Nations language, culture and way of life and create meaningful opportunities that improve the quality of life for First Nations.

The NIB Trust is seeking a well-organized, detail oriented Executive Assistant to support the NIB Trust Fund and act as the first point of contact for all communication coming through our office.

The primary purpose of the Executive Assistant is to provide administrative support to the Executive Director, the programs team, and Board of Trustees. The Executive Assistant maintains governance documents, resolutions, historical minutes of meetings, legal documents pertaining to NIB Trust Fund and the orientation binder. You will be responsible for planning meetings, taking minutes, drafting correspondence, coordinating and booking travel as required, mail and all general office duties.

Who Can Apply: Persons of First Nations ancestry only may apply (s. 16(1) CHRA).

- Minimum of 5 years of experience as an executive assistance supporting a Director or senior management
- College Diploma with 3 year BA in administration or similar field of study, or a combination or equivalent combination of education and experience
- Excellent computer skills, including Microsoft Office Suite, Adobe.
- Knowledge working with websites, data bases, board software would be considered an asset
- Excellent oral and written communication skills
- Tact and diplomacy in dealing with sensitive and confidential matters
- Must have strong client relations experience in dealing with stakeholders
- Experience working with senior executives and management
- English is the working language; the ability to work in both official languages and an indigenous language is an asset
- Experience in coordination of meetings, events, scheduling, accommodations and travel
- Minute taking, motions, agenda, action items. Preparation of meeting packages,

Salary Range: Commensurate with job requirements, experience and education (within limits of the salary grid)

Location: Ottawa, Ontario

Duration: Term, Full-time position

Closing Date: **Open until filled**

Individuals who feel they are qualified are invited to submit a covering letter clearly demonstrating how they meet the criteria (quoting the above reference number) along with a current resume, and three (3) work related references to:

NIB Trust Fund, 46 Irene Roundpoint Lane, Akwesasne, Ontario K6H 0G5

Fax: (613) 686-6757 Email: NIBTF-HR@nibtrust.ca

Interviews will be held in Ottawa. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. NIB Trust may cancel, postpone, or revise employment opportunities at any time.