



Employment Opportunity

Executive Assistant

Heiltsuk Tribal Council is currently seeking a full-time Executive Assistant. Reporting to the Executive Director, the Executive Assistant is an essential part of the administrative team, and responsible for providing a wide array of communications and administrative support to the Executive team and to Chief & Council.

Duties:

Duties include, but are not limited to:

- Coordinating schedules and meetings for the Chief and 11 Councillors
- Managing incoming communications to the Chief & Council
- Providing follow-up on action items identified by the Council table
- Developing meeting packages, including agendas and reference materials
- Recording minutes and tracking motions and resolutions of Council
- Logistical support: Planning and organizing meetings and events
- Liaising with HTC Departments and external Agencies & Stakeholders on behalf of the Executive team and Chief & Council
- Completing 'first drafts' of correspondence as needed

Requirements:

- Completion of secondary school
- Some post-secondary training in a relatable field is preferred
- Valid driver's license
- Experience preparing agendas, minutes, letters, & memos in an error-free manner
- Ability to manage a work schedule that can be demanding at times, and working after hours as required

Interested applicants are encouraged to submit a cover letter, resume, and three references by noon on Friday, August 5th, to the attention of:

Andy Callicum, Executive Director

Email: EDirector@heiltsuknation.ca

Fax: 250-957-2544