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## Job Opportunity: Executive Assistant

### Who We Are

The Mikisew Cree First Nation (Mikisew) has lived on the ancestral lands of the Athabasca Delta and Wood Buffalo National Park in northeastern Alberta since time immemorial. The lives of our members are linked to the land and to a close understanding of traditions, history and a natural way of life. Many of our members live in the hamlet of Fort Chipewyan, and our traditional lands range over a large portion of Athabasca oil sands deposits. For nearly 30 years, Mikisew Group, our wholly owned business arm, has worked toward the long-term, sustainable economic progress of our Nation and its members through employment and significant investments in education, training, social programs and infrastructure.

We are currently looking to hire a Full-Time **Executive Assistant**. This opportunity will be a full-time permanent position and is ideal for an experienced Administrative Professional.

The Executive Assistant will provide support and be a primary point of contact on all matters pertaining to the Council members. The Executive Assistant will support by managing calendars, providing administrative support, and acting as the first line of communication for internal and external stakeholders. The EA will have the ability to anticipate the team's needs, think critically and offer solutions with a high level of professionalism and confidentiality.

### Who You Are

We are looking for an enthusiastic and energetic Executive Assistant who can streamline the admin function, effectively communicate timely and accurate information to key stakeholders and employees, deal with changing priorities on the fly, and can solve tough problems.

You have 3-5 years administrative experience with 1-2 years working in an Executive Assistant role. You have post-secondary education specializing in Administration, Office Admin, or Business. The ideal candidate is proficient in MS Office programs such as Word, Excel, PowerPoint to draft and communicate information.

Specific accountabilities include:

- Screening and directing calls.



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- Maintains appointment/meeting schedules by planning and scheduling meetings, conferences, teleconferences, and travel when required.
  - Provides calendar management by prioritizing requests and inquires, makes judgment and recommendations to ensure smooth day-to-day engagements.
  - Responsible for administrative tasks such as, producing complex documents and reporting, taking meeting minutes, collecting, and preparing information for meetings, composing correspondence, maintaining contact lists, preparing expense reports and assisting with special projects.
  - Review all documents, reports, and correspondence prepared for signature by Chief and Council for format, content, grammar, and spelling; make edits as necessary.
  - Provides support with coordinating and managing all activities related to corporate events as required.
  - Aids with research activities of the Mikisew department by coordinating the identified research activities with the Director and other personnel within the Department.
  - Assisting with managing and maintaining deliverables requirements, participating in workplan and budget development including proposal writing.

## Qualifications

- A minimum High School diploma or GED is required.
- Post-secondary Diploma specializing in Administration, Office Management, Business Administration, or a related field is an asset.
- Minimum of 3-5 years of experience in a similar role.
- Solid understanding of standard office administration practices and procedures.
- Working experience managing multiple calendars.
- Typing speed of 45-50 WPM and a solid working knowledge of Microsoft Office – Office 365 (Excel, Word, PowerPoint, Publisher).
- Proven experience in building working relationships with First Nations communities and partners.

## Other Requirements

- Possess valid Class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel to Fort Chipewyan as required
- Willingness and ability to work after hours and/or weekends when required.
- Willingness to submit to oath of confidentiality.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.



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- Must provide and possess a clear criminal record vulnerable sector check.
  - Ability to speak and/or understand the Cree language (or another applicable First Nation language) would be beneficial.

### **How to Apply**

If you or someone you know is interested, please send your resume to [betty@impacthr.ca](mailto:betty@impacthr.ca). Application deadline is, until a suitable candidate is found.

We thank all who apply but we will only be contacting those selected for an interview. Thank you!