

Executive Assistant

Capital Projects



FORT MCKAY
FIRST NATION

ABOUT FORT MCKAY

The Fort McKay First Nation (FMFN) is composed of over 800 band members, including those of Cree and Dene heritage, with approximately 400 members residing in the hamlet of Fort McKay — a community located approximately 65 km north of Fort McMurray. Fort McKay offers the best of both worlds: remote northern life for the nature lover and proximity to a large city of about 70,000 people with all the amenities you need.

ABOUT THE ROLE

We are looking for an experienced and detail-oriented Executive Assistant to provide personalized support to the Executive Director of Capital Projects.

The Executive Assistant will professionally support the day to day activities of the Executive Director, and when required, support other members of the executive administrative team. This includes a variety of administration tasks such as agenda/meeting management, internal and external correspondence, reports, expense management, and event planning/execution.

This individual must be able to interact with staff at all levels in a fast paced environment, while remaining flexible, proactive, resourceful and efficient. A high level of professionalism and confidentiality are expected at all times. This is a full-time salaried position based on seventy-five (75) hours bi-weekly.

KEY RESPONSIBILITIES

Primary responsibilities include, but are not limited to:

- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Represent the executive by attending meetings in the executive's absence.
- Welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries
- Maintain customer confidence and protects operations by keeping information confidential
- Complete projects by assigning work to clerical staff; following up on results
- Prepare reports by collecting and analyzing information
- Secure information by completing data base backups
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions

- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed

KEY REQUIREMENTS

- Grade twelve (12) Diploma required
- Certificate or Diploma in Business/Office Administration, or an acceptable combination of education and progressively responsible experience
- Three to Five years of direct work experience in an executive assistant capacity
- Strong knowledge of general office procedures involving procurement, travel arrangements, budget management, reports, and so on
- Hands-on experience with productivity applications, including word processing, spreadsheets, e-mail clients, and presentation software
- Excellent oral and written communication skills
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with minimal supervision
- High level of sound and independent judgment, reasoning, and discretion
- Resourcefulness and flexibility
- Previous experience in handling confidential or sensitive information
- Experience working with First Nation setting is a definite asset
- Experience working with public is a definite asset

WHY APPLY?

At Fort McKay, *we ask a lot of our employees*, which is why we give so much in return. In addition to your Competitive Salary, Medical/Dental/Vision Plan, and Company matched Pension Plan; we'll shower you with perks, including:

- A healthy work-life balance with an on-site fitness centre including free fitness classes
- Vacation; in addition to your regular vacation entitlement, every year we give our employees up to 2 weeks of paid Christmas Holidays
- Opportunities for career growth, professional development, and volunteering within the community
- Safe and reliable employee transportation, to and from your front door step

HOW TO APPLY:

ONLINE: <https://fortmckayfirstnation2.applytojob.com/apply>

VISIT OUR WEBSITE: www.fortmckay.com

You can also check us out on social media -> [Facebook](#) & [LinkedIn](#)

Closing Date: March 29, 2019

Please ensure you indicate the Competition #019-2019

**Preference will be given to qualified applicants of Aboriginal ancestry in any hiring decision, please declare your Aboriginal status in your application.*