



*Citxw Nlaka'pamux Assembly*

# **JOB POSTING**

## **Executive Assistant**

**JOB TITLE:** Executive Assistant

REPORTS TO: Office Manager

TERMS: Full time permanent position

START DATE: As soon as suitable candidate is found

### **Position Purpose**

The Executive Assistant works in a team environment to provide confidential administrative support functions to support the General Managers, Office Manager, Board of Directors and other management staff as required. The Executive Assistant serves as a vital linkage and communication source to keep the Citxw Nlaka'pamux Assembly (CNA) informed and aligned to the various priorities. Will conserve Manager's time and promote the corporate image by representing the Manager internally and externally; providing liaison between the Board of Directors, Senior Staff and employees.

### **Job Responsibilities**

- Assist the Manager's with duties related to project management of various ongoing projects;
- Coordinate and manage meetings;
- Prepare correspondence, memos, meeting minutes and reports of a confidential nature;
- Research for specials projects;
- Calendar management for Manager's;
- Receive and screen information and phone calls;
- Coding of invoices, expense reports, corporate credit card expenses and cheque requisitions
- HR - Assisting with job postings, coordinating interviews;
- Other duties as assigned to support the Managers.

### **Position Requirements**

- This is a 'hands-on' role, so, along with your organization, attention to detail, knowledge and skills, we are looking for a candidate that can make a difference and takes pride in their career to work in our fast paced environment;
- You will perform within an innovative culture that's focused on clear and transparent delivery based on established priorities.

### **Knowledge, Skills and Abilities**

- Ability to handle confidential information with professionalism and discretion;
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality;

## **Knowledge, Skills and Abilities con't**

- Proficient in Microsoft Office (Outlook, Word, Excel and PowerPoint), Adobe Acrobat and Social Media platforms. Ability to navigate with ease, all virtual meeting software's;
- Proficient in financial reporting/budgeting, Board of Directors, Governance, Not-for-profit, policy review and development, other responsibilities as required/requested;
- Ability to make decisions with precision and integrity using effective communication skills and with the intention of building and maintaining trusting relationships, operational improvements and change management;
- Expert level written and verbal communication skills. Experience in minute taking;
- Must have advanced administrative and organizational skills;
- Recognizes and respects cultural diversity, have experience working with local Indigenous people and knowledge of their Culture and Traditions.

## **Education and Experience**

- Experience as an Executive Assistant supporting management / board level administration;
- Related experience in human resources and management an asset;
- A valid BC Class 5 Drivers License, with access to personal vehicle and Criminal Record Check are mandatory.



**Please submit your cover letter and resume to:**

**Citwx Nlaka'pamux Assembly**

**Email: [HR@cna-trust.ca](mailto:HR@cna-trust.ca)**

**In Person: 2025- Unit A Granite Ave, Merritt BC**

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citwx Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.