



SUCKER CREEK FIRST NATION JOB DESCRIPTION

POSITION TITLE: SR. EXECUTIVE ASSISTANT

POSITION REPORTS TO: NATION MANAGER/RAA

POSITIONS SUPERVISED: NONE

SUMMARY:

Reporting to the Nation Manager/RAA, the Sr. Executive Assistant:

Provides Administrative and Human Resource support to the Nation Manager/RAA. This role requires in-depth knowledge of First Nation band operations, positive relationship foundations, and executive level organizations skills. The incumbent must have the ability to handle details of a highly confidential and critical nature.

OBJECTIVES:

Under the direction of the Nation Manager/RAA, the Senior Executive Assistant assist in leading, planning, managing and implementing Sucker Creek First Nation's programs and policies. The position is also responsible for the provision of administrative expertise and overall direction to Program Managers.

The Senior Executive Assistant is responsible for taking an active role in the planning, organizing, directing, controlling, and evaluating the human resource program for the Nation.

DUTIES:

- Completing projects and special assignments by establishing objectives, determining priorities, managing time, monitoring progress, problem-solving, and adjusting plans as needed.
- Working closely and effectively with the Nation Manager/RAA to keep him/her well informed of upcoming commitments and responsibilities and following up appropriately. Maintains a sense of the issues taking place in the work environment and keeps the Nation Manager/RAA updated.
- Working with HR and program directors for personnel management, including ensuring performance appraisals are done, promotions, and disciplinary actions in compliance with company policies.
- Determine staffing requirements and oversee the recruitment process.
- Provide leadership and coaching to managers and employees on key workplace matters such as performance management, difficult conversations, employee relations, and employee development.
- Communicating directly, and on behalf of the Nation Manager/RAA, with Chief & Council, administrative staff, and others.
- Serving as project manager on strategic initiatives and projects, as directed by the Nation Manager/RAA.
- Ensure the confidentiality and security of all correspondence and information.
- Performs other duties as required.

QUALIFICATIONS:

- Diploma in Office Education or a Bachelor's Degree in Administration or, any combination of training and experience which provides the required knowledge, abilities and skills.
- 3-5 years of directly related experience.
- Excellent oral and written communication skills.
- Advanced knowledge of Microsoft Office and Excel.
- Able to work independently and manage multiple projects concurrently.
- Must provide a criminal record (CPIC) check and Child Welfare Information System (CWIS) check, as required.
- Must possess a valid driver's license and submit a driver's abstract.
- Ability to speak Cree is an asset.
- Knowledge of First Nations culture and traditions is an asset.
- Oath of Confidentiality must be signed prior to commencing employment.

"Will be posted until a suitable candidate is found."

Late applications will not be considered – Only qualified applicants will be notified for an interview:

Mail:

Att: Lillian McNab

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