



Ashcroft Indian Band

P.O. Box 440
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Finance Assistant / Executive Administrative Assistant

Employment Type	Contract/Temporary
Anticipated Start Date	September 2017
Anticipated End Date	8 months – 12 month, possibly longer if required
Schedule	Monday – Friday, 8:00am – 3:30pm
Pay Grade	To be negotiated based on experience
Location	Ashcroft Indian Band
Reports to	Ashcroft Indian Band Administrator

Job Overview:

The Ashcroft Indian Band is looking for an experienced Executive Assistant to assist in the day-to-day operations of our busy office. The successful candidate will be a skilled administrative professional, have excellent communication and organizational skills, recognize the importance of confidentiality and be able to work independently.

Skills, Knowledge or Abilities Related To the Job:

- A graduate of a post-secondary administrative program or related discipline is preferred;
- Previous experience in Finance and exposure to financial reports and reporting preferred;
- Must have intermediate to advanced skills in Microsoft Office programs including Word, Excel, Outlook and PowerPoint;
- Must be organized, able to prioritize and have the ability to multitask;
- The ability to work in a team environment and independently is essential;

- Excellent interpersonal and communication skills (oral and written);
- Excellent administrative skills (planning, organizing and coordinating, travel, meetings and events);
- The EA must be a team player and must be pro-active and take initiative with respect to creating new systems or amending existing systems to improve overall efficiency of the Department. The role is also expected to contribute to the overall office and will be asked to assist from time to time in this regard, in the Finance and Housing Departments, as well as reception.

Key Responsibilities:

- Providing general daily administrative support to the Band Administrator. This includes managing the calendar and appointments, scheduling meetings, drafting correspondence, photocopying, maintaining filing systems, sorting and distributing incoming mail and acting appropriately, and managing incoming and outgoing email correspondence
- Providing general daily support to the Finance Departments, including data entry
- Exercising judgement in responding to general inquiries while preserving confidentiality
- Anticipate Administrator's needs and help coordinate and prepare information and materials for meetings and conference calls
- Attends meetings when needed to record and distribute meeting minutes
- Update and maintain electronic files, project documents and databases
- Assist with funding projects, including editing documents and proposals
- Type, format and proofread a variety of documents and materials such as funding applications, reports, memos, presentation materials, tables, briefing notes and spreadsheets using desktop tools such as Word, Excel, PowerPoint and Outlook
- Arrange meetings and events with a variety of participants and coordinate the logistics, including facilities and catering, as required
- Develop and maintain a tracking system to ensure correspondence, reports, etc., are completed within critical timelines
- Receptionist coverage (when needed)
- Provide support to the Housing Department, when required
- Other administrative duties as assigned by the Band Administrator

To apply:

To apply for this position, please email your resume, along with a cover letter outlining your experience as it pertains to the job posting, to jodene@ashcroftband.ca, with the subject line "Executive Administrative Assistant". We look forward to hearing from you!

Closing Date: Open until the position is filled.