

# Employment Opportunity

## “Executive Assistant”

### Objectives:

The goal of the Pabineau First Nation Administration is to deliver quality services to the members, to maximize efficiency through the effective management of the financial and material resources of the Band, to maintain a high quality of human resources, and to be accountable to the community, the Chief and council, and the funding agencies. The Band Council Administration wishes to develop the attitude of respect for others throughout the administrative structure, towards community members, personnel, and the Chief and Council.

Under the authority of the Pabineau Band Council, the Executive Assistant is responsible for supporting the Chief and Council, for managing documentation related to Council affairs, and for assisting the Chief, Councillor/HR Manager, Councillor/Project Manager, and Capital Project Administrator as needed.

### Accountability

The employee will be accountable to the Chief and Council.

**The key responsibilities of this position will include, but are not limited to, the following:**

- At the direction of Chief and Council, prepare letters, memos, and reports
- Help identify issues which should go to council and set deadlines for community requests and requests from program directors
- Ensure follow up, including a list of actions required, and communicate the information to the appropriate personnel
- Convey complete and accurate information to stakeholders
- Assist in the implementation of community goals and objectives
- Prepare band council resolutions as per information and directives from Chief and Council
- Manage & prepare travel arrangements for Chief and Council, program directors, and staff
- Ensure an efficient filing system for council records and documents
- Prepare office forms as required
- When instructed by the HR Manager, monitor the employees hourly work schedule at the community center and communicate this information to the Chief and

Council as needed (i.e., monitor to see if employees are coming in on time, leaving on time, etc.,)

- Attend a variety of meetings and events when requested to do so by the Chief and Council and program directors
- Ensure the respect of confidentiality in dealing with documentation and in delegating work
- Assist program directors and Chief and Council in preparing presentations, announcements, and speeches as required
- Undertake training to enhance your skills in this position (e.g., attend writing, computer, and/or communications courses at the Bathurst Community College, University of New Brunswick, or via the internet)
- Review the Pabineau First Nation website on a regular basis to become familiar with all positions, programs, and services of the Pabineau First Nation
- Use email, a vital communication tool, to forward notices, information, and messages to staff and band members living both on and off the reserve
- **Volunteering:** The Chief and Council are looking for a person who will “volunteer” to participate in after-hour activities to help our community grow. The successful candidate will work at the Pabineau Community Center 6 hours per day/30 hours per week (which is less than a typical work 37-40 hour work week).
- **Effective Team Working:** The successful candidate will direct his or her efforts towards team success, accept and act upon team decisions, and achieve the required quality and quantity of work without prompting.

## **Probation**

As the Chief and Council will require that the duties and responsibilities outlined above are met in a professional manner, upon hiring, the successful candidate will be required to serve a 6-month monitored probationary period. During this 6-month probationary period the employee’s performance will be appraised and his or her suitability for the position determined.

## **Qualifications**

Preferential consideration will be given to candidates with a post-secondary education, a minimum of two to five years of experience in management, ideally in the communications field or in a corporate or other fast-paced environment, and experience in working with stakeholders in a courteous and professional manner.

The candidate must:

1. be at least 19 years of age
2. have a mature and responsible attitude,
3. be a team player
4. be extremely organized and pay attention to detail,
5. be a highly motivated, self-managed individual,
6. employ good judgment in their work with staff and the general public,

7. have experience with using Microsoft Word, Excel, and PowerPoint,
8. have professional verbal and written communication skills,
9. have good interpersonal, administrative, management, and financial skills,
10. be capable of handling multiple tasks in a dynamic environment,
11. be respectful of privacy and the sensitivity of individual, family, and community issues
12. have experience in working with stakeholders in a courteous and professional manner.
13. be willing to undertake training to enhance their skills
14. be capable of working with minimal direction (be a self-starter)
15. be able to handle a high stress, high demand, and fast paced environment,
16. pay great attention to detail and be confident in dealing with a wide range of people.

**Note:** This position is open to registered members of the Pabineau First Nation.

**Location:** Pabineau First Nation, New Brunswick

**Wage:** To be discussed during interviews

**Number of Positions:** 1

**Duration:** To be determined

If you are interested in applying for this employment opportunity, please submit your resume, cover letter, and 2 references to the Chief and Council.

Attention: Chief and Council  
Pabineau First Nation  
1290 Pabineau Falls Road  
Pabineau First Nation, N.B.  
E2A 7M3

**Application Deadline:** May 28<sup>th</sup>, 2009 at 4:00pm.

**Note: No applications will be accepted beyond the closing deadline.**

Only those who pass through the screening process will be called for an interview. Interviews will be conducted on May 29<sup>th</sup>, 2009, at the Pabineau Community Center.