



First Nations
**FINANCIAL
MANAGEMENT
BOARD**

**CONSEIL
DE GESTION
FINANCIÈRE** des
Premières Nations

Job Posting

ADMINISTRATIVE ASSISTANT

January 2023

Why Apply

Work with a growing national team dedicated to reconciliation at the First Nations Financial Management Board (FMB). We support First Nations in developing and implementing sound administrative governance and finance practices, that are fully optional and provided free to First Nations. The FMB was created under the First Nations Fiscal Management Act (“FMA”) in 2006, and has been serving First Nations ever since.

FMB values its staff, and offers flexible work hours, generous extended benefits, vacations, matching RRSP contributions, and opportunities for professional development and career growth. If you want to make the most of your skills and expertise while growing your career, we want to work with you. A career at FMB is an opportunity to be part of a talented, diverse and inclusive team doing transformative work on a national scale.

Position Overview

Reporting to the Office Manager and ATIP Officer or the Senior Administrative Assistant, the Administrative Assistant is responsible for providing administrative assistance and general office services to the Corporate Services business line, ensuring alignment with the FMB Board policies and procedures.

The Administrative Assistant is primarily an internally focused position, however as requested, this position may liaise and build relationships with various external stakeholders, partners, organizations, and individuals.

Accountabilities

Team Collaboration

- Oversees third party contractors and suppliers to ensure delivery of professional and applicable business line services;
- Provides strong, effective, and highly visible team collaboration, is motivated, and contributes fully to the realization of FMB's vision, mission, and objectives;
- Promotes and maintains a workplace culture that encourages ethical practices, individual integrity, and economic and social responsibility;
- Provides support to and works with the Executive Assistant to the Board of Directors to facilitate and conduct virtual and in-person meetings;
- Conducts role related internal training on policies, processes, procedures, and operational support services.

Administrative Assistance / Office Services

- Ensures compliance with FMB requirements related to the role;
- Anticipates role related administrative issues and assesses risks, identifying proactive solutions which will eliminate or mitigate such risks;
- Drafts, prepares or reviews specific FMB documents, prioritizing workflow, and level of importance;
- Handles phone calls and emails, answering inquiries, resolving concerns, and managing messages;
- Handles reception, mail, couriers, telephones, and general business line administrative support;
- Coordinates meetings, including room setup/tear down, catering requirements, prepares and distributes agendas, minutes, and packages;

- Coordinates travel requests including flights, hotel bookings and car rentals;
- Procures and monitors inventory of office supplies;
- Coordinates workshops, trade shows, special projects, and events;
- Collaborates with all business lines to ensure provision of consistent documents and processes;
- Ensures office facilities follow applicable safety standards, regulations, codes, and laws.

Facility / Property Management

- Assists with individual office assignments and moves including desks, phones, and other assets;
- Assists with security for office spaces including keys, codes, and parking;
- Ensures office facilities follow applicable safety standards, regulations, codes, and laws and communicates the organization's safety policies.

The Administrative Assistant performs other related duties as requested.

Qualifications

- Post-secondary education in business administration, office administration or equivalent;
- Minimum of three (3) years experience working in an administrative position, preferably within a professional services, accounting, or legal environment;
- Proficiency in Microsoft 365 and Microsoft Office (Word, PowerPoint, Excel, Outlook);
- Exceptional organizational skills and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail;
- Experience working with information and records management systems;
- Experience working with Indigenous Governments, organizations, and communities an asset;
- Valid first aid certificate, or willingness to undertake first aid training
- Must have an understanding, awareness and appreciation of Indigenous culture and history;
- Willingness to participate in ongoing education and training for the role including Indigenous Cultural studies;
- Must be fluent in English (spoken and written), French language is considered an asset.

Equivalent or relevant education and/or experience may be considered.

Working Conditions

- This position is based in West Vancouver, British Columbia;
- May require occasional national travel.

What we offer

- Salary and annual bonus eligibility
- Work-life balance
- Employer paid extended benefits (life insurance, disability, medical and dental)
- Matching contribution in a group RRSP
- Professional Development & career growth opportunities.

Application deadline: Until filled

Apply on our FMB career pages [here](#).

FMB is an equal opportunity employer that recognizes and celebrates the diversity of all First Nations and people across Canada. We are an inclusive organization that treats all employees equally. As a First Nations Organization, applicants of Indigenous descent are highly encouraged to apply.