



First Nations
FINANCIAL
MANAGEMENT
BOARD

CONSEIL
DE GESTION
FINANCIÈRE des
Premières Nations

Job Description

EXECUTIVE ASSISTANT, TO THE CEO

October 2021

Position Overview

Reporting to the CEO, the Executive Assistant provides exceptional senior administrative support while handling multiple and simultaneous imposed deadlines. Effective communication and the ability to handle a high volume of work is essential to this position.

A professional and confident communicator, our Executive Assistant engages internal and external stakeholders at all levels, assesses demands and priorities, and develops and presents accurate and well-informed recommendations with confidence and clarity. Significant attention to detail, initiative and accuracy is essential for success.

Accountabilities

- Provide direct high-level administrative support to the CEO including coordinating calendars, meetings, teleconferences, and other appointments as requested;
- Operate with discretion when handling sensitive and/or confidential information, prioritizing workflow, and level of importance;
- Work closely and effectively with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately;
- Ensure that the CEO is fully prepared for all engagements by providing vital background information as needed;
- Coordinate meetings, including development and dissemination of agenda, materials, calendar invites and logistical arrangements;
- Accountable for taking meeting minutes when requested;
- Compile information for reports from a variety of internal and external sources; undertake research to locate information, summarize material and recommend follow-up action;
- Liaise with senior leaders, board members and all levels of staff to collect data and produce a variety of documents for the CEO;
- Compose, designs, format, edit and distribute correspondences, reports, spreadsheets, and presentations as requested;
- Preview all documents, reports and correspondences prepared for executive signature for format, content, grammar, spelling and editing as necessary;
- Collaborate with all business lines to ensure provision of consistent documents and processes;
- Produce copied and printed materials as required or requested;
- Coordinate file management ensuring an efficient digital and hard copy filing system;
- Communicate with external offices and agencies on behalf of the CEO as requested;
- Anticipate role related administrative issues and assess risks, identifying proactive solutions which will eliminate or mitigate such risks;
- Handle complex and significant matters that cut across operational areas and business lines;
- Handle sensitive, confidential, and executive administration, prioritizing workflow, and level of importance;
- Liaise between departments to successfully complete tasks and projects requested by the CEO;
- Respond and/or escalate emerging issues accordingly;

- Plan and coordinate travel arrangements including the booking of air and hotel reservations, preparation, and distribution of detailed itineraries. Organize any required meetings, dinners, or visits;
- Prepare and submit expense reimbursements for the CEO in a timely manner;
- Coordinate social needs with human resources including births, condolences, retirement, and social gatherings;
- Assist the Executive Board Coordinator in preparation, photocopying and email distribution of meeting notices and agenda materials as needed;
- Assist with Board and committee meetings in the absence of the Executive Board Coordinator.

The Executive Assistant performs other related duties as requested.

Qualifications

- Post-secondary education in Business Administration or a related discipline;
- Minimum of five (5) years of executive level administrative experience in a national professional services firm (e.g. accounting, law/legal, consulting, etc.);
- Experience working in an Indigenous environment and working with a Board of Directors would be an asset;
- Proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook);
- Experience acting in a delegate role within Microsoft Outlook;
- Exceptional interpersonal skills, including outstanding oral and written communication capabilities;
- Ability to handle high degree of confidential and sensitive information with tact and discretion;
- Adaptable and flexible to various competing demands with proficiency at managing high work volumes in a fast-paced;
- Exceptional organizational skills with a sense of urgency and ability to prioritize multiple tasks seamlessly in a rapidly changing environment with excellent attention to detail;
- Experience working with Federal Government organizations an asset;
- Must have an understanding, awareness and appreciation of Indigenous culture and history;
- Should have experience working with Indigenous Governments, organizations, and communities;
- 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;
- Occasional national travel may be required;
- Evening and weekend work may be required occasionally.