



# EXECUTIVE ASSISTANT – OFFICE OF THE CEO/DEPUTY MINISTER

PERMANENT FULL-TIME POSITION

LOCATION: Surrey Headquarters - #107, 5668 – 192 Street

CLOSES: October 15, 2020 at 4:30 PM PST

## ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

## ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join the Office of the CEO/Deputy Minister as an **Executive Assistant**.

Reporting to the Chief Executive Officer/Deputy Minister, the primary objective of the role is to provide administrative and clerical support to the CEO/Deputy Minister.

## KEY DUTIES AND RESPONSIBILITIES

- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the CEO/Deputy Minister's behalf
- Liaising with Senior Management team on behalf of the CEO/Deputy Minister
- Maintain comprehensive and accurate corporate records, documents, and reports
- Perform minor accounting and bookkeeping duties
- Manage the CEO/Deputy Minister's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- Organize meetings, including scheduling, sending reminders, preparing meeting agendas, and organizing catering when necessary
- Prepare and distribute meeting minutes
- Answer incoming phone calls and accurately taking and relaying messages, ensuring the CEO/Deputy Minister's office is represented in a professional manner
- Welcome visitors and identify the purpose of their visit before directing them to the appropriate department

- Attend meetings in the CEO/Deputy Minister's absence, as needed
- Coordinate travel arrangements and create trip itineraries, as needed

#### **THE IDEAL CANDIDATE**

- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Degree or diploma in a related field
- Minimum of four (4) years of experience in an Executive Assistant role
- Combination of relevant experience, education, and training will be considered
- Experience operating standard office equipment
- Ability to maintain a high degree of confidentiality and act with appropriate discretion
- Demonstrated ability to effectively communicate both verbally and in writing
- Demonstrated ability to problem solve and make decisions
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

#### **OTHER COMMENTS**

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

*The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.*

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.*

**PLEASE NOTE THAT CANDIDATES MUST APPLY BY Thursday, October 15, 2020 at 4:30 PM PST.**

**Using Executive Assistant in the subject line of your email, please send your resume and cover letter to:**

Anca McHollister  
Acting Executive Assistant to the CEO/Deputy Minister  
Métis Nation British Columbia  
Email: [amchollister@mNBC.ca](mailto:amchollister@mNBC.ca)