



EMPLOYMENT OPPORTUNITY

POSITION: **Executive Assistant-Capital Department.**
SUPERVISOR: Capital Manager
WAGE: \$32-\$35 Hourly
STATUS: Full-Time Position (72hr pay period) in Atlin, BC
CLOSING DATE: Until filled

POSITION SUMMARY

Taku River Tlingit First Nation (TRTFN) is seeking an experienced individual to join our Capital Department. Reporting to the Capital Manager, the Executive Assistant is responsible for providing organizational, administrative, financial, and accounting support to the Capital Manager and Operation and Maintenance staff.

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

1. Word processing correspondence, memorandums, documentation, etc. from written or oral instruction using various software programs.
2. Follow up on requests for information and assisting manager and staff with various Administrative, financial, and other matters.
3. Conducting basic research using the internet and other sources and providing research results to Capital manager and departmental employees, including documents, spreadsheets, data analysis, tables, graphs, statistics, and information pertinent to Capital programs and projects.
4. Minutes taking of meetings when required.
5. Maintain the Capital Manager Records Management according to the Administrative and Operational Classification System by regularly updating the filing system, creating new files for new fiscal year, archiving files from previous years, maintaining an electronic and hard copy of the filing system. Providing support and directions to O&M staff to organize and maintain a filing system and archiving system for their specific areas of responsibility.
6. The Executive Assistant will have the urgent task to re-organize the archive system completely, and professionally for O&M and Capital department.
7. Perform accounting functions under the direction of the Capital Manager and assist in the annual preparation and regular monitoring of the Capital budget for the department.
8. Provide support to the Capital Manager, Operation & Maintenance (O&M) departmental staff to obtain and maintain funding resources; provide support to maintain timely compliance and obligations with funding grants.
9. Maintaining Capital and O&M Assets List, updating information and inventory lists for Capital office.
10. Other tasks as deemed necessary.

EDUCATION, SKILLS AND EXPERIENCE

- University degree education required: 4 years bachelor's degree in business, accounting, or administration from a Canadian recognized post-secondary institution
- Experience working with First Nations preferred.
- 2-years' experience in equivalent or higher position.
- Experience working with a n accounting software (SAGE 50 or SAP) highly favored.

CONDITIONS OF EMPLOYMENT

- Criminal Record Check & Driving License-Class 5

To submit a resume contact: Admin Assistant at (250)651-7900, Email:senior.admin@gov.trtfn.com **Preference will be given to Tlingit First Nation citizens**

We thank all those who apply but only those who are being considered will be contacted
