



JOB POSTINGS

The Departments of Asset Management, Housing and Clean Energy are seeking the services of an Executive Assistant to the three departments.

SPECIFIC RESPONSIBILITIES

1. Performs all duties and responsibilities in accordance with the Nuxalk Nation policies, standards and procedures, and as directed by the Director of Asset Management.
2. Maintains confidentiality on all matters relating to the administration of the Nuxalk Nation.

POSITION SUMMARY

Under the direction of the Director of Asset Management, the Executive Assistant is responsible for providing administrative support to the three departments (Asset Management, Housing, Clean Energy).

This new position will comply with the Nuxalk Nation Human Resource policy and procedural manuals.

SPECIFIC RESPONSIBILITIES

Duties:

Contributes to the efficient day-to-day operations of the Nuxalk Nation Asset Department's office

- Answers general phone inquiries in a professional and courteous manner
- Directs phone inquiries to the appropriate staff member

- Take messages for Managers and make sure they get their messages in a timely manner
- Reply to general information requests with the accurate information
- Greet members and visitors to the Department in a professional and friendly manner, and assist with the needs of the members
- Use computer word processing, spreadsheet, and database software
- Prepare, track and send outgoing emails, mail, and packages
- Locate files or letters and make copies when needed
- Forward incoming general e-mails to the appropriate Manager
- Relay voice mail from the general mailbox to the appropriate staff member
- Create flyers for the three Department Heads
- Data entry and upkeep of the organization's databases, ensuring a high level of accuracy (accounts receivable on rental collection)
- Provide administrative support to management and other staff when directed by Asset Manager
- Proof-read and edit letters for Managers of the three departments as needed.
- Draft letters, and other documents for the Department Managers as required
- Write reports for the three departments as required
- Assist with completion of any proposals as required by the three Departments
- Schedule and organize all meetings that are required, and keep track of attendees with meeting log
- Set up Council Chambers for Meetings, make sure all information is ready for meeting and set up Coffee and Tea for attendees as required
- Support the Department Managers with meeting, travel and other arrangements
- Prepares, gathers, and relays confidential information and material on a regular basis.
- Proactively creates and maintains effective workflow and communications to accomplish the work of the three departments which includes the handling of a variety of projects and tasks simultaneously.
- Responds to phone, email and in person enquiries – providing general information and referring enquiries to appropriate sources based on a broad knowledge of the three Departments' priorities, procedures, protocols and personnel.

- Fill out and submit travel reimbursements for three Department Managers' travel
- Other duties may be assigned as necessary by the Asset Manager
- Providing accounts payable function through collection of monthly rentals and updating Zyntax to ensure 100% accuracy

Qualifications

Knowledge, skills

Proficiency in the use of computer programs for:

- Must have Grade 12 graduation
- A certificate, degree in Business Administration would be an asset
- Microsoft Office Suite (Word, Outlook, Excel)
- Database Management
- Internet
- Proficiency in the use of office equipment:
- Computer
- Voice messaging systems
- Fax
- Photo copier
- Zyntax

Personal characteristics

The Executive Assistant to Asset Management will demonstrate competence in the following areas:

- *Relationships*: Maintain positive working relationships with others, both internally and externally.
- Maintain a Professional attitude and behavior both at work and in the community
- *Communication*: Excellent oral and written communication skills.
- *Needs Assessment*: Anticipate, understand, and respond to the needs of members and Administration to meet or exceed their expectations.
- *Teamwork*: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.
- *Organization*: Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to

develop a work schedule, set goals, create / implement actions plans and monitor progress towards goals; and ability to make clear, timely decisions.

Pay Scale: Commensurate with qualifications and experience in this field of work.

Deadline for competition: October 14, 2022 at 3 p.m.

Please submit a covering letter and resume to asset@nuxalknation.ca prior to the deadline.