



Job Opportunities

Competition # 0120-90

**EXECUTIVE ASSISTANT
One (1) FULL TIME PERMENANT POSITION
BATC ADMINISTRATION OFFICE**

THE POSITION

The **BATC Executive Assistant** enhances Administration staffs' effectiveness by providing personalized secretarial and administrative support in a well-organized and timely manner. This position is based out of the BATC Administration Office in North Battleford. The **BATC Executive Assistant** is accountable to the Director of Governance on the following:

DUTIES AND RESPONSIBILITIES

- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunication
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Provide office support services to ensure quality customer service to clients and staff
- Implement and maintain a central filing system for the BATC Administration
- Provide filing services for the office and develop a familiarity with the filing system
- Data entry and compiling data
- Assist BATC Directors and Administration staff as needed
- Observe all pertinent policies and administrative procedures and maintain strict confidentiality with regard to the affairs of BATC, its employees, and clients.
- Perform other duties as assigned

QUALIFICATIONS AND SKILLS

- Must have a Diploma from an accredited post-secondary institute specializing in office administration and/or equivalent combination of a minimal of (5) years work related experience
- Full comprehension of office management systems and procedures
- Excellent computer skills including keyboarding and Microsoft Office
- Minimum Touch Typing Speed of 45 wpm
- Exemplary planning and time management skills
- Ability to speak/understand Cree or Saulteaux would be an asset
- Works well under tight deadlines and proficient in multitasking skills
- Demonstrate knowledge of First Nations cultural and community value systems;
- Strong writing and verbal communications and organizational skills;
- Ability to follow directions and perform scheduled activities;
- Perform duties with minimal supervision
- Must possess a valid vehicle Driver's license and a reliable vehicle.
- **MUST HAVE CPIC**

Closing Date: January 14, 2021 by 4:30 pm – Please Quote Competition # 0120-90

Please submit Resume, Cover Letter and CPIC to:

**Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0Z8**

Phone: 306-446-1400

Email: humanresources@batc.ca