

JOB POSTING

Executive Assistant

Reports to: Executive Director

Job Duration: Full-time

Summary: The primary responsibilities of the Executive Assistant is to assist the Executive Director where directed, *primarily* in Human Resource Management tasks. He or she will assist with the development and implementation of policy, recruitment, orientation and training, retention, performance, on-boarding, benefits, health and safety and other areas as directed and guided. The Executive Assistant will also support the TCG Board of Directors where needed with logistical, clerical, or administrative tasks from time to time. Executive Director will provide oversight and mentorship on all tasks.

Responsibilities:

- Maintain a high level of confidentiality in all interactions.
- A well-defined sense of diplomacy, including negotiation, conflict resolution, and people management skills.
- Maintaining accurate, up-to-date HR filing systems and personnel records, and drafting reports.
- Assist in the recruitment and selection processes.
- Maintain records of all requisition, advertising, and recruitment transactions
- Assist with payroll and benefits administration as required.
- Distribute HR policies, procedures and memorandums to the appropriate individuals, divisions, or departments across the organization.
- Assist with the development of policy and procedures.
- Help to ensure organization wide compliance with policies, procedures and applicable regulations.
- Receive, sort and file resumes and applications for administrative and other district vacancies that are currently advertised
- Assist with employee orientation and training.
- Schedule and confirm appointments and meetings of employer
- Record and prepare minutes of meetings
- Assist with board information, report and presentation preparation for all meetings.
- Arrange travel schedules and make reservations

- Perform other Human Resources or Executive Assistant related duties as directed by the Executive Director.

Qualifications and Requirements:

- Ability to be mentored, guided and coached.
- Post-Secondary School Diploma an asset.
- Business Administration degree or diploma an asset.
- 2-5 years' experience as an Administrative Assistant, or relevant role, considered an asset.
- 2-5 years' experience in or related duties to Human Resource Management.

Personal Skills & Attributes:

- Bring a 'can do' attitude, with a teamwork mindset.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations, essential.

Remuneration and Work Hours:

- Salary will be in the range of \$60,000 - \$70,000.
- Work hours will be 9 am to 5 pm, Monday to Friday; however, it is the nature of the position to work flexible hours and beyond regular office hours as well as weekends. Travelling will be required. If the successful applicant is not based where there exists a TCG office, the applicant will be expected to work remotely.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants in the Yukon, British Columbia, Alberta region are encouraged to apply.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to executivedirector@tahtlan.org, with subject as "EA Job Competition Application, Attention Executive Director"

Deadline for Application: November 6th, 2020 at 1:00PM

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate)