



P: 250.567.9293 | F: 250.567.2998  
135 Joseph Street, Vanderhoof, BC, V0J 3A1  
www.saikuz.com

## Executive Assistant

Supervisor: General Manager  
Hours: Full-time, Temporary  
Wage Range: \$27 - \$30  
Start Date: 2025-03-24

Benefits: Medical/Dental And pension plan after 3 months  
Cultural Days, Vacations days and statutory holidays

## Job Summary:

The Executive Assistant will ensure smooth functioning of the administration office by organizing and coordinating office operations and procedures, information systems, security systems, and resources and providing administrative support. He or she is responsible to maintain an effective relationship with all band members, community members and staff team.

## Requirements:

Diploma or certificate from an Office Administration program is considered an asset.

- Previous experience (2+ years) and success in an administrative support role.
- Experience with accounting basics and software. Adagio experience an asset.
- Experience working with First Nations peoples.
- Knowledge of the Saik'uz First Nation community and values.
- Exceptional ability to organize, prioritize, multi task and manage time.
- Knowledgeable in Marketing, Public Relations and Graphic Design
- Excellent interpersonal skills.
- Effective oral and written communication skills.
- Is proficient or advanced in Microsoft Office programs including Excel, Word, Outlook and PowerPoint.
- Proficient in Adobe Suite, photoshop, InDesign or Illustrator, Canva, Zoom, Social Media platforms such as Facebook, Instagram, LinkedIn plus Onedrive and dropbox
- Diplomacy and confidentiality
- Ability to work independently
- Able to work in a fast paced environment
- Ability to prioritize work load
- Food safe an asset
- First Aid an asset
- A valid BC Driver's License and a reliable vehicle.
- Criminal Record Check
- Able to Type 65 Word Per Minute

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To apply, submit a copy of your resume to the Band Office or via email at [resume@saikuz.com](mailto:resume@saikuz.com). If submitting via email, include the position title in the subject line.

We thank everyone for their interest; however, only those selected for an interview will be contacted.



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## Executive Assistant: Continued

### Responsibilities:

Oversee and manage daily office operations. This would include zoom account management and billing(phonelines/webinars/licensing)

- Manage work station allocation and space planning as well as furniture and necessary business tools.
- Ensure the security, network and internet systems are up-to-date and running.
- Responsible for training administrative staff, supervise, assign tasks, and monitor the work and workload of administrative assistant and clerical and general office staff.
- Handle general correspondence and queries; receive, sort, prioritize, log, track and distribute incoming correspondence and briefing notes using a central tracking system, maintain a brief forward system and ensure issues are tracked and addressed.
- Prepare letters, presentations and reports as required; type, format and proofread a variety of documents and materials such as BCR's, memos, presentation materials, graphs, flow charts, tables, reports, briefing notes, correspondence, spreadsheets and cabinet submissions from drafts or hand-written notes using Microsoft Office plus communication through out departments for mandates from Chief and Council.
- Act as the first responder for complaints and concerns for community members and the general public.
- Support Saik'uz First Nation Chief & Council and General Manager, including managing calendars and travel arrangements, issuing P.O's.
- Administrate any event or functions that may occur in or around the reserve. This will include the overall management of venue bookings ensuring no overlap with departmental planning. Schedule meetings, coordinate boardroom availability, make necessary arrangements (e.g., meeting dates and locations, required equipment and catering), prepare agendas with pertinent background information and track action items.
- Ensuring community engagement such as the AGA run smoothly (Event Coordination)
- Drafting speeches, interview and or attendance confirmations for openings or conferences.
- Responds to routine verbal and written inquiries from the band members, public, government and other agencies.
- Monthly review of administration GL (General Ledger) accounts
- Management of the SFN store (food and retail items). Cash handling, deposits, expenses and revenues.

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