



EXECUTIVE ASSISTANT

Supervisor: General Manager
Hours: Full-time, Temporary

Job Summary

As the Executive Assistant, you'll play a key role in supporting the day-to-day operations of the administration office and ensuring smooth communication and coordination across the Nation's departments. You'll help manage internal systems, office resources, and administrative staff, while also supporting Chief & Council and the General Manager. Your work will help foster positive relationships with members, interest holders, and visitors, and contribute to the overall efficiency and professionalism of Saik'uz First Nation's operations.

Duties & Responsibilities

- Manage daily office operations, including workstation setup, office tools, Zoom accounts, and security/internet systems.
- Support Chief & Council and General Manager with scheduling, travel, correspondence, and calendar management.
- Supervise and support administrative staff, assign tasks, and track workloads.
- Coordinate events and meetings (including AGA), book venues, manage logistics, and draft communications such as speeches and confirmations.
- Handle correspondence, maintain a central tracking system for briefing notes and issues, and support reporting through document preparation (BCRs, memos, spreadsheets, etc.).

Qualifications & Skills

Required:

- At least 2 years of experience in an administrative support role.
- Familiarity with accounting software; Adagio experience is an asset.
- Strong knowledge of Saik'uz First Nation community, values, and public service.
- Skilled in organizing, prioritizing, multitasking, and working in fast-paced environments.

- Effective oral and written communicator with excellent interpersonal skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint), Adobe Suite (Photoshop, InDesign, Illustrator), Canva, Zoom, and social media platforms (Facebook, Instagram, LinkedIn).
- Experience with OneDrive and Dropbox.
- Confidential and diplomatic.
- Ability to type 65 words per minute.
- Valid BC driver's licence and reliable vehicle.
- Willingness to undergo a criminal record check.

Assets:

- Diploma or certificate in Office Administration.
- Food Safe and First Aid certification.
- Experience in marketing, public relations, or graphic design.
- Previous experience managing a retail operation (e.g., cash handling, inventory, GL account review).

Salary & Benefits

- Wage: \$30–\$35 per hour, depending on experience
- Benefits: Medical and dental coverage (after 3-month probation), pension plan
- Paid leave: Vacation days, cultural days, and rotating Fridays off in the summer months
- May be eligible for single-occupancy staff accommodation

To apply, submit your resume to the Band Office in-person or at 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.