

XAXLI'P
JOB DESCRIPTION



GENERAL INFORMATION			
Title:	Executive Assistant	Department:	Administration
Reports to:	Executive Director	Classification:	1.0 FTE
Wage:	\$24-\$30 Based on qualifications and experience		

Xaxli'p is committed to creating a safe, healthy, and empowering environment for our community members. We strive to provide meaningful programs and activities that encourage personal growth, resilience, and connection to our cultural values and traditions.

POSITION SUMMARY & PURPOSE

The Executive Assistant is responsible for a wide variety of administrative duties primarily in support of the Executive Director and from time-to-time other senior management members. Duties include but are not limited to reception, arranging travel plans, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public.

RESPONSIBILITIES

- Provide direct administrative and office management support to the Executive Director as required.
- Maintain work schedules and calendars of Executive Director.
- Prepare travel schedules, book travel arrangements, and make reservations for senior management and executive staff.
- Coordinate logistics of executive team programs including meetings, seminars, workshops, special projects, and events.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary.
- Prepare draft reports, background documentation, and research.
- Receive and screen all inbound telephone calls, e-mails, and visitors for the Executive Director.
- Refer and/or redirect calls, e-mails, or visitors as required.
- Troubleshoot and/or escalate office administration issues.
- Receive and review incoming mail.
- Review, evaluate, and distribute priority correspondence for executive team.
- Facilitate communication from department managers
- Complete expense reports and reimbursement applications
- Take and transcribe dictation notes.
- Prepare and review presentations.
- Present a positive and professional image of the executive office to all visitors, suppliers, inquiries, and other persons.
- Other duties shall be assigned as required.

QUALIFICATIONS

Education, Training and Experience

- Post Secondary Diploma or Certificate in Business Administration, or relevant discipline, preferred.
- High School Diploma required.
- 5-7 years' experience in an administrative role preferred.

Knowledge, Skills and Abilities

- Must have transportation/vehicle with a current Driver's License.
- Strong knowledge of office procedures and practices.
- Keen attention to detail.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, Power Point).
- Resourceful and flexible.
- Proven organizational and time management skills.
- Advanced word processing skills, spreadsheet, database and internet.
- Works well with others as part of a team.
- Strong oral and written communication skills.
- Excellent planning, organizational, time management, conflict resolution and problem-solving skills.
- Must possess a high level of integrity, honesty and trustworthiness and can work independently.
- Knowledge of Indigenous community and experience working with Indigenous organizations and communities.
- Knowledge of St'at'imc language and culture is an asset.
- Flexibility around work hours and willingness to travel.
- Criminal record check and driver's abstract must be provided by successful candidate.

WORKING CONDITIONS

The job duties and responsibilities of this position vary in complexity and often require interpretation as well as strong administrative skills to determine the best approach. The busy work schedules associated with Xaxli'p require this position to be flexible in terms of daily work hours, with tasks often being of an urgent or time-sensitive nature. The scope of work is diverse, and mental stress may be a factor when dealing with operational or employee related concerns.

This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities and obligations of this position may be modified from time to time, through discussion between the Manager and/or Administrator and the incumbent, to effectively meet the requirements of Xaxli'p.

Please submit your resume and a cover letter outlining your skills and qualifications to:

Email: admin@xaxlip.ca or **Mail** to Xaxli'p, PO Box 1330, Lillooet, BC, V0K 1V0

Xaxli'p is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Members (Must have the required qualifications, as defined, for the position)