



Employment Opportunity

EXECUTIVE ASSISTANT

Reference No. TWT-ADM-EXASST-0918

Purpose: Reporting to the Ts'ewulhtun Health Director the successful candidate must be a team player and work in collaboration with the Health Director, Associate Health Director, and management team. Duties are to perform a range of diverse clerical and administrative support duties involving material of a confidential and sensitive nature. This is a full-time 1 year term position.

Responsibilities:

- Schedule meetings and coordinate appointments and provide pre and post support for the manager and meeting attendees
- Coordinate travel, accommodation and off site meeting arrangements and bookings
- Open and manage conventional and electronic mail on behalf of reporting manager; review and inform manager of deadlines and action items; may draft replies for action items and correspondence as directed
- Research, obtain, and summarize information at the direction and/or on behalf of the reporting manager and office on band programs, services, or initiatives
- Maintain manager's and related department files
- Compile, prepare, and type various summaries, reports, memorandums, letters, presentation, and/or graphic materials
- Other related duties as required

Required Education and Experience: *(please attach all corresponding documents)*

- Grade-12 education with a minimum of three years Executive Assistant experience including 1-2 years' experience in working in office administration with understanding of accounting processes is a must
- Certificate or Diploma qualification in Office Administration or related program is preferred
- Must be able to maintain client confidentiality
- Criminal Record Check (C.R.C) is required
- B.C Driver's License and reliable vehicle

Required Skills, Knowledge, and Abilities:

- Knowledge of Ts'ewulhtun Health Center and Cowichan Tribes programs
- Knowledge of proper document preparation
- Knowledge of Cowichan language, culture, customs, and traditions preferred
- Extensive knowledge of Microsoft Office programs and well developed ability to compile, prepare and type a variety of materials with skill and accuracy to a minimum of 60 w.p.m.
- Ability to research, compile, and summarize detailed information
- Well-developed written, oral, and interpersonal communication skills
- Ability to organize, take initiative, and pay attention to detail
- Time management with the ability to multitask different tasks simultaneously

Please quote Reference No. TWT-ADM-EXASST-0918 upon submitting cover letter, resume, and three references to:

Human Resource Department, Cowichan Tribes

5760 Allenby Road, Duncan, B.C. V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com>

Deadline: 4:00 p.m. Friday, September 28, 2018