



Employment Opportunity
EXECUTIVE ASSISTANT

Reference No. QSL-ADM-EXAST-0619

PURPOSE: Reporting to the Office Manager, the successful candidate will be required to perform a range of diverse clerical and administrative support duties for the Quw'utsun Syuw'entst Lelum Department (QSL). This is a full-time permanent position.

RESPONSIBILITIES:

- Prepare a variety of documents, such as correspondence, reports, and proposals for the QSL Director and Office Managers' review and approval as requested
- Schedule and coordinate appointments for the Director with community members, staff, and external organizations
- Ensure pressing issues are brought to the attention of the Office Manager, as well as relaying messages and direction to department programs
- Support the Office Manager in a variety of clerical duties such as printing, copying, filing, and binding
- Assist in the coordination of community and administration department event details, such as agenda, participants, location, and other relevant details
- Coordinate travel and accommodations for off-site meetings and training for the Quw'utsun Syuw'entst Lelum Director and the Office Manager
- Other related duties

REQUIRED EDUCATION AND EXPERIENCE: *(please attach all required documents)*

- Business Administration Certificate, Diploma is considered an asset or related work experience
- Minimum 2 years' executive assistant experience preferred
- Experience working in a First Nations community is essential and a willingness to learn about culture, customs, traditions and language of Cowichan people
- BC Class 5 Driver's License and reliable vehicle

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

- Knowledge of Quw'utsun Syuw'entst Lelum Department and programs
- Knowledge of proper document preparation, including knowledge of Microsoft Office programs
- Knowledge of Cowichan language, culture, and values
- Well-developed written, oral, and interpersonal skills
- Ability to maintain a high degree of discretion and confidentiality
- Demonstrated ability to research and summarize information
- Demonstrated organizational skills, ability to take initiative and pay attention to detail

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. QSL-ADM-EXAST-0619

Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

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

Deadline: 4:00 p.m. Thursday, June 27, 2019

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.