



Sema:th Xo:tsa Developments LP/LTD

Job Posting

POSITION:	EXECUTIVE ASSISTANT
HOURS:	FULL TIME, AT LEAST 35 HOURS PER WEEK
WAGE:	\$26.00 TO \$28.00 PER HOUR DEPENDING ON EDUCATION AND EXPERIENCE
REPORTS TO:	SXDL CHIEF EXECUTIVE OFFICER (CEO)

1.0 PURPOSE & SUMMARY

Semá:th Xo:tsa Developments Ltd. (SXDL), the development branch of Sumas (Semá:th) First Nation (SFN) is seeking an experienced and qualified individual to take on the role of Executive Assistant to assist the Chief Executive Officer (CEO) and the SXDL Board. SXDL is responsible for managing and developing economic projects and generating revenue streams to foster the economic and social betterment of SFN. The CEO serves as the chief executive of SXDL, and in partnership with the Board of Directors, is responsible for the success of the SXDL Group of Companies. The CEO reports directly to the Board of Directors and is responsible for creating and implementing a clear sense of direction for the SXDL group of Companies. The CEO position has high impact on the success of the Nation's economic development, business operations, revenue, and opportunities for the future of the community and its members.

The Executive Assistant reports directly to CEO and will be responsible for providing a wide variety of support functions. These support functions include reporting on various data, office administration duties, correspondence and interdepartmental communications with a wide variety of internal and external contracts. This role will be responsible for answering, screening, directing calls and emails, coordinating various meetings including member nation meetings and minute taking, along with other supportive duties.

2.0 DUTIES & RESPONSIBILITIES

- 1) Provide sophisticated calendar management for the CEO, Board of Directors and Subcommittee members.
- 2) Schedule meetings, assist in drafting agendas, develop, compile, and distribute presentation materials, and record meeting minutes on behalf of the CEO and Semá:th Xo:tsa Developments Ltd. (SXDL) Board of Directors.
- 3) Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the Semá:th Xo:tsa Developments Ltd. (SXDL), including assisting with special projects, designing and producing complex documents, reports, and presentations.
- 4) Collecting and preparing information for meetings with staff, SXDL board, Sumas First Nation and outside parties, composing and preparing correspondence, as well as updating and maintaining contact lists.
- 5) Make travel arrangements and completing expense & mileage reports.
- 6) Serve as the primary point of contact for internal and external parties on all matters pertaining to the Semá:th Xo:tsa Developments Ltd. (SXDL), including those of a highly confidential or critical nature.
- 7) Work closely with the CEO and Chair of the Board of Directors to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- 8) Maintain open communications with the CEO and Chair of the Board of Directors, including meeting regularly and providing information and documents as needed.
- 9) Complete projects by assigning work to appropriate staff within SXDL on behalf of the CEO as directed.
- 10) Assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows.
- 11) Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of the SXDL businesses.
- 12) Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.
- 13) Maintain document & record management system for SXDL Businesses.

- 14) Supervise IT consultants.
- 15) Assist in preparing invoices for financial processing.
- 16) Ordering and replenishing SXDL office supplies.
- 17) Provide hospitality to all guests and help to create a welcoming environment.
- 18) Invest in building long-lasting relationships both externally and internally.

3.0 EDUCATION

- 1) Minimum of a Business Administration Certification and/or an equivalent amount of education and experience.
- 2) Minimum of one (1) year work experience in office administration.
- 3) Strong administrative background skills.
- 4) Customer service orientated with ability to meet client expectations.
- 5) Prior experience working in a fast-paced office environment with the strong ability to prioritize.
- 6) Experience in working with First Nations communities and/or organizations is an asset.
- 7) Proven ability to maintain confidentiality.
- 8) Working knowledge of office procedures, records management, and document processing.
- 9) Ability to develop and maintain effective working relationships with peers, managers, community members, contractors, and suppliers.
- 10) Advanced knowledge and expertise in Microsoft Office programs, Zoom & Go-To Meetings.
- 11) Appreciation of First Nations culture, traditions, procedures and protocols.
- 12) First Nations descent is considered an asset.
- 13) Current and valid Driver's License
- 14) Current and valid Criminal Record Check.
- 15) Background reference check

TO APPLY:

Please email your cover letter & resume to Human.Resources@sumasfirstnation.com

Deadline: Posting will remain open until the position is filled