

Employment Opportunity

Position: Executive Assistant

Department: Residential Development

Samson Cree Nation Residential Development is looking for a dynamic self-starter who can help us 'get job done'. Your goal will be to help maximize the time and efficiency of our Sr. Housing Director by managing the calendars, booking travel, preparing expenses and ensuring our office runs smoothly. The successful candidate will also contribute as a member of the HR team by coordinating recruitment, onboarding and other HR initiatives. The ideal candidate prides themselves on being one step ahead of the executives they support, is a team player, self-motivated, and results-driven with a great attitude and a willingness to learn.

Responsibilities:

- Organize meetings, order catering, prepare agendas, take meeting minutes, and follow up on action items. Coordinate the full cycle recruitment process including preparing job descriptions and postings, liaising with candidates, conducting reference and background checks, preparing offer letters, and coordinating onboarding for new employees. Maintain the employee handbook and policies.

- Support and collaborate with the Senior Manager on a variety of projects
- Lead the Team to plan and organize events.
- Assist with Client relations officer and Accounting Clerk
- Design and maintain a filing system
- Organize meetings
- Keep records
- Arrange travel plans
- Typing 60wpm
- Take meeting minutes
- Prepare reports
- Processing expense reports
- Drafting and approving written communications, reports, presentations, and spreadsheets:
- Conducting research and generating reports by collecting data from various tools and/or consolidating it into reports.
- Ensuring tasks and projects are completed within deadlines;
- preparing meeting agendas so as to maximize time efficiency;
- booking conference rooms and other meeting locations;
- Filing and organizing paper and electronic documents, such as emails, reports, and other administrative records:
- Converting paper documents to digital using a scanner; and
- Assisting with asset and maintenance management systems.
- Understanding and keeping up-to-date with the business' organization structure, policies, goals, and objectives.
- In some cases, performing accounting-related tasks, such as bookkeeping and invoicing.
- Managing the executive's professional and personal calendar and meeting requests along with the Senior Managers.
- And other duties assigned by the Senior Manger.

Qualifications:

- Completion of a degree or diploma combined with a minimum of 3 years of experience as an Executive Assistant.
- Exceptional interpersonal and communication skills.
- Highly organized and detail oriented with the ability to organize others and be two steps ahead of them.
- Ability to make sound judgement calls, work independently and multi-task in a fast-paced team environment.
- Able to observe and maintain the utmost confidentiality.
- Tech savvy with advanced experience with Microsoft Outlook, Word, Excel, PowerPoint and SAGE 50.
- Office Administration Certificate or equivalent
- Must have Class 5 drivers with own transportation and willing to travel as needed
- Clerical Skills
- Must have a clean Crim check

All Applications will be screened

CLOSING DATE: August 2, 2019

INTERVIEWS: TO BE ANNOUNCED via Telephone

For applications further information contact

**Samson Cree Nation
Personal Department
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