

## JOB DESCRIPTION

### Executive Assistant

#### SUMMARY:

NAN requires highly-skilled and self-motivated administrative professionals who work closely with the Executive Council in a dynamic but demanding and fast-paced political office environment.

Under the supervision of the Chief Administrative Officer, the Executive Assistant provides day-to-day support and assistance for the Deputy Grand Chief and others as required in day-to-day operations by providing administrative support that includes managing correspondence and workflow; coordinating appointments, travel and meeting arrangements and by assisting and referring callers.

#### DUTIES:

- Coordinate and maintain an up-to-date schedule of Deputy Grand Chief's activities and meetings;
- Organize and coordinate meetings and conferences including telephone and video conferences;
- Record, transcribe and/or prepare minutes for Deputy Grand Chief meetings and Deputy Grand Chief portfolio departments and committee's;
- Coordinate and arrange travel for the Deputy Grand Chief as well as portfolio staff and committees, also to include meeting guests/delegates as directed;
- Prepare and submit expense claims for the Deputy Grand Chief as well as related portfolio staff and committees; prepare travel reimbursement claims/visa reconciliation (invoices) for travel sponsored by third parties;
- Work with department managers to promote, assist with planning and execute events.
- Type and distribute correspondence, reports and other documents as requested.
- Photocopy and distribute all relevant materials such as agendas, and information packages.
- Develop and maintain a cooperative working relationship with NAN First Nations and Tribal Councils, affiliated First Nations organizations as well as government offices.
- Provide telephone information assistance and referrals for guests and callers:

#### Other

- Supervise, direct and train summer students, interns and other placements;
- Other duties related to effectively operate a political advocacy office, as assigned

#### CROSS TRAINING:

Position provides supervision and work sharing with the Administrative Assistant and, as such, must understand and undertake Administrative Assistant duties as well as Reception duties to facilitate training and/or to cover during staff shortage (Grand Chief's Administrative staff).

## **OTHER JOB REQUIREMENTS:**

- Some travel to remote (air accessible) First Nation communities and other locations as required;
- Must be available and accessible to the Deputy Grand Chief for call-ins and for evening/weekend work;
- Supervising Summer Student and Relief Administrative Staff.

The Executive Assistant is responsible for:

- Ensuring key correspondence is brought to the attention of the appropriate NAN staff member for action;
- Prepare purchase and travel orders accurately and completely in accordance with NAN policies and procedures for manager's approval;
- Making travel arrangements and preparing travel orders (limit \$1,000) and preparing the resulting expense claims for the Deputy Grand Chief by economical means ensuring accuracy, completeness and timeliness in work;
- Determining executive office supply needs and preparing purchase orders (limit \$500) with economy, accuracy and completeness in accordance with NAN policies and procedures.

## **ACCOUNTABILITY:**

The Executive Assistant is responsible to the Deputy Grand Chief on a day-to-day basis and is further accountable to the appointed immediate Supervisor and the Chief Administrative Officer for overall performance.

## **COMPETENCIES AND QUALIFICATION:**

### **Candidate must possess the following skills and attributes:**

#### Education/Experience:

The position demands a high degree of organization, multi-tasking and priority setting skill in confidential, political atmosphere. The academic and skills expectations are as follows:

- A Degree/Diploma in Office Administration or related field, and;
- At least 5 years' experience in a senior secretarial/administrative position;
- Excellent secretarial, interpersonal communication, word processing, note-taking, file management skills;
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree).

**LOCATION OF WORK:** Thunder Bay  
**PORTFOLIO:** Deputy Grand Chief's Office  
**CREATED /LAST UPDATED:** April 2019