



Executive Assistant

Position Status: Full-time

Location: Fort St John and Blueberry River First Nations Community

Reports to: General Manager, Grandmother's Greenhouse

About Us

Aso's Danaetl'Adze Kwa, "Grandmother's Greenhouse" primary focus is to be a Nation led supply chain which will include native seeds and seedlings for restoration within Treaty 8 territory. Grandmother's Greenhouse is one of the first ecological restoration start-up companies owned by Blueberry River First Nations (BRFN). With a vision to bring native seeds into the hands of BRFN Members, Grandmother's Greenhouse intends to hire and train Blueberry members to undertake leadership roles within the developing native seed and nursery stock production business.

Role Overview

Reporting to the General Manager, the primary responsibility of this position will be to support the General Manager. This position requires a candidate that will be able to assess and anticipate the needs of the General Manager and be comfortable with making independent decisions based on knowledge of current operations.

This position requires a high degree of independent judgment as interactions with community members, the Board of Directors, Chief and Council and other Partners, internally and externally are required. This role requires excellent interpersonal skills, and the ability to interface with team members at all levels of the organization.

Key Responsibilities

- Provides full administrative support for the General Manager, and other members of the team as required.
- Manages calendars including scheduling of meetings, appointments and booking all travel arrangements.
- Coordination Board of Directors meetings, which may include; compiling of reports, booking of venue, agenda, minutes, audio visual, attendees, meals, and hotel reservations as required for participants.
- Preparation of all correspondence (letters, memos, presentations) using various software packages.
- Design, review and coordination of various materials for presentations (agendas, minutes, follow-up etc.).
- Coordination of meetings as required (booking venues, coordinating invitees, set- up for meetings, menu and food arrangements, travel requirements, etc.)
- Works with Community Cultural Coordinator to schedule and coordinate work schedules for community members
- Ensures that work opportunities are communicated and available to all community members
- Format information for internal and external communication – memos, emails, presentations, reports
- Keep important information and documents organized physically and electronically
- Supports the tracking of expenses and preparation of monthly, quarterly and annual reports



- Supports the management of gathering visa receipts
- Assists in uploading and filing of invoices and expenses to applicable software and coordinating with book keeper to ensure payments are made in a timely manner

Qualifications

- Minimum two (2) years experience as Executive Assistant, Personal Assistant, or relevant role
- Excellent computer skills using Microsoft Office products: Word, Excel and PowerPoint.
- Clear Criminal Record Check and Vulnerable Sector Search
- Valid Class 5 BC Driver's License, clear Driver's Abstract, and willingness to travel
- Have a strong knowledge (or gain a strong knowledge) of the Blueberry River Resources Ltd. policies and practices and protocols.
- Complete all tasks in a professional and confidential manner.
- Proactive, highly organized, and extremely detail oriented.
- Can work effectively in an environment that requires a high degree of confidentiality.
- Exceptional customer service skills with a high level of diplomacy
- Outstanding written, verbal and telephone communication skills.
- Well organized, with excellent multi-tasking and prioritizing skills with the ability to work within tight deadlines while still maintaining a high level of accuracy and attention to detail.
- Experience working in a fast-paced environment with the ability to adjust quickly to change.
- Excellent organizational skills: ability to initiate, plan and coordinate events.

Education

- Highschool diploma completion preferred
- An administrative education would be a great asset but is not mandatory.

Working Conditions

- This role will be an office based position however field visits to project sites will be required from time to time.

Benefits

- Extended Health and Dental Care Coverage
- Paid Vacation
- Indigenous Candidates may be subject to tax exemption under the standards for TD1-IN legislation

Compensation

- Salary Range: \$32.08/hr - \$40.11/hr

If interested please submit cover letter and resume to:

HR and Administration Manager
careers@brr.ca