



Dane-zaa Kaa'Gaa Tee
LAND RESTORATION

Executive Assistant

Position Status: Full-time

Location: Fort St John and Blueberry River First Nations Community

Reports to: COO

About Us

Dane-zaa Kaa Gaa Tee Land Restoration is a Blueberry First Nations indigenous environmental company designed to deliver solutions to our clients and lead the way for industry best practices in Reclamation, Restoration, and Environmental Services.

Role Overview

Reporting to the COO, the primary responsibility of this position will be to support the COO and management team in all aspects of office administration. This position requires a candidate that will be able to assess and anticipate the needs of the COO and management team 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 COO, management team and other team members as required.
- 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 other employees 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
- Files and keeps 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 and reconciliation of account
- 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



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Qualifications

- Excellent computer skills using Microsoft Office products: Word, Excel and PowerPoint.
- Clear Criminal Record Check
- 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

- Minimum two (2) years experience as Executive Assistant, Personal Assistant, or relevant role
- Office Administration Certificate preferred

Working Conditions

- Standard office work environment
- Some travel may be required

Benefits

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

Compensation

- Compensation: \$70,649 - \$88,311

If interested please submit cover letter and resume to careers@brr.ca by April 8th, 2024.