

## Employment Opportunity-Selkirk First Nation

**Position: Executive Assistant**  
**Salary: Level 5 - \$25.98 - \$31.20 per hour (DOE)**  
**Status: Permanent Full-Time**  
**Closing Date: October 13, 2017**

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### Job Summary

Reporting to the Executive Advisor, this centralized position provides administrative and logistical support to the government services branch. The Executive Assistant provides direct administration support and records management to Chief & Council. This position supports SFN committees as required, and supervises the Council Clerk.

### Education and Experience

Please note that equivalent combinations of education and experience will be considered.

The ideal candidate will have:

- Certificate in Administration; and
- Word Processing and
- Course-work, or demonstrated experience in preparing professional minutes; or
- An equivalent combination of education, training, knowledge, skills and work experience, preferably in a First Nations environment.
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### Technical Skills and Abilities

- Strong research, writing, grammar and editing skills
- Strong planning, organizational and/or project management skills
- Strong Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Strong interpersonal and oral communication skills.

Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.

### Conditions of Employment

Valid Class 5 Yukon Driver's License, willingness to travel and work irregular hours that may include evenings and weekend, from time to time.

Preference will be given to Selkirk Citizens

**For additional information contact Sandra Roach, Executive Advisor**  
**Submit resume to Val at Reception**