

Selkirk Development Corporation

Position: **Executive Assistant**
Closing Date: **Friday, July 19, 2019 at 3:00 pm**
Status: **Full-Time Permanent**
Location: **Whitehorse, YT**
Rate: **Commensurate with experience**

Job Summary:

This position works as a support to the Chief Executive Officer (CEO) and contributes to the efficient day-to-day operations of Selkirk Development Corporation's head office, supports the work of management, other staff, contractors, and the Board of Directors.

This position assists in research for future business opportunities and developing business plans, contributes to quarterly newsletters, updates the social media account, plans and coordinates, takes and transcribes meetings, drafts briefing notes, prepares letters and responses for the CEO, preforms data entry with a high level of accuracy, sorts incoming mail for the CEO, and other related general office duties.

Education/Experience:

Completion of Grade 12 with post secondary education in Business Administration or other related education, and minimum of two years experience, or a combination of education and experience that would provide an equivalent level of expertise.

Knowledge, Skills and Abilities:

- Knowledge of Selkirk First Nation and it's citizens
- Proficient in the use of computer programs, fax machines, photocopier and various other office equipment
- Excellent communications skills both oral and written
- Excellent time management skills and attention to detail
- Ability to record and transcribe minutes
- Ability to plan and organize meetings and events
- Ability to attend meetings and report back accurate information
- High level of professionalism
- Ability to maintain confidentiality

Please submit resume with a cover letter outlining experience to: Selkirk Development Corporation - Attention: Office Manager

Email: broberts@selkirkdevcorp.com

Fax: 867-393-2182

****Preferential hire in effect for qualified Selkirk First Nation citizens.**