



## **Cowichan Tribes**

5760 Allenby Road Duncan, BC V9L 5J1  
Telephone (250) 748-3196 Fax: (250) 748-1233

### **Employment Opportunity** **EXECUTIVE ASSISTANT** **Reference No. TWT-ADM-EXASST-0112**

**PURPOSE:** Reporting to the Ts'ewulhtun Health Director. Must be a team player and work in collaboration with the Executive Director and Management team. Duties are to perform a range of diverse clerical and administrative support duties involving material of a confidential and sensitive nature. This is a fulltime permanent position.

#### **RESPONSIBILITIES:**

- Schedule meetings and coordinate appointments and provide pre and post support for the manager and meeting attendees
- Coordinate travel, accommodation and off site meeting arrangements and bookings
- Opens and manages conventional and electronic mail on behalf of reporting manager; reviews and informs manager of deadlines and action items; may draft replies for action items and correspondence as directed
- Researches, obtains, and summarizes information at the direction and/or on behalf of the reporting manager and office on band programs, services or initiatives
- Maintains manager's and related department files
- Compiles, prepares, and types various summaries, reports, memorandums, letters, presentation, and/or graphic materials.
- Other related duties as required

#### **QUALIFICATIONS:**

- Grade-12 education with a minimum of two years previous experience as an Executive Assistant including 1-2 years experience in working in office administration with understanding of accounting processes is a must
- Certificate or Diploma qualification in Office Administration or related program is preferred
- Well developed oral, written and interpersonal communication, diplomacy and organization skills
- Must be able to maintain client confidentiality
- Ability to research and summarize information
- Ability to take initiative and pay attention to detail
- Demonstrated experience in Microsoft Office Suite of Programs and well developed ability to compile, prepare and type a variety of materials with skill and accuracy to a minimum of 60 w.p.m.
- Demonstrated knowledge of Cowichan language, culture, customs and traditions are preferred
- Successful completion of a Criminal Record Check (C.R.C) is required
- Must have valid B.C Driver's License and reliable vehicle

**Please quote Reference No. TWT-ADM-EXASST-0112 upon  
submitting cover letter, resume, and three references to:**

Human Resource Department, Cowichan Tribes

5760 Allenby Road, Duncan, B.C. V9L 5J1

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Deadline: 4:00 p.m. Tuesday, February 7, 2012**