



Employment Opportunity

Executive Assistant

Regular Full-Time TKC wage scale 8

This position serves as the executive administrative support to the Chief's Office. You will manage and oversee all major administrative functions including: ensuring that all centralized records, information lists, briefing materials and administrative records are up-to-date; In the capacity of executive assistant you will manage the Chief and Deputy Chief schedules including prioritizing meetings and conferences to balance accessibility, coordinate any action items and do follow up to ensure deadlines are met.

This vital position will promote good public relations with citizens, staff and other governments regarding citizen issues and keeping informed on current events and initiatives.

Ability to perform research and establish and maintain effective working relationships are essential.

Closing date: Monday, July 24, 2017 or until filled

As per policy, preference will be given to those of Aboriginal Ancestry who self-declare in the cover letter/résumé.