



BROKENHEAD
Ojibway Nation
BAASKAANDIBEWIZIIBING

EMPLOYMENT OPPORTUNITY

Department/Unit: Administration	Position: Executive Assistant	Employment Type: Full-Time	Salary: \$60K - \$90K
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JOB SUMMARY

Brokenhead Ojibway Nation is seeking a highly motivated individual to fill the full-time position of Executive Assistant. Working under the direction of the Chief Administrative Officer (CAO), the Executive Assistant will provide comprehensive administrative and operational support to the Chief Administrative Officer (CAO). To play a key role in the efficient organization and functioning of the offices of BON Senior Management, which include the CAO, Chief Financial Officer (CFO) and Human Resources Director. Duties include but not limited to prioritising incoming messages, identifying and actioning key work, drafting correspondence and preparing documentation, maintaining calendars, and ensuring the smooth running of the office. The role requires a high level of discretion and confidentiality.

PRIMARY DUTIES AND RESPONSIBILITIES

- Exceptional cultural sensitivity in working with First Nations Peoples and governments
- Work directly with the senior management team to support all aspects of their daily work routine
- Maintain the CAO's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements. Exercise discretion in committing time and evaluating needs
- Serve as a liaison between the CAO, staff and the public. This includes receiving and screening the CAO's phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution
- Serve as a primary point of contact between the office of the CAO and BON Department Managers/Directors, including helping to coordinate the work of the different groups and providing administrative support for governance meetings
- Handle printing, faxing, mail/overnight packages, copying, filing, and email/messages
- Maintain confidential and sensitive information
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries

QUALIFICATIONS AND SKILLS REQUIRED:

- Politically and culturally sensitive and has an awareness of BON values, culture, and traditions
- High School degree: additional qualification as an administrative assistant or Secretary will be an asset
- Proven experience as an Administrative Assistant or Office Admin Assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines

- Proficiency in IT skills, including an excellent understanding and experience of MS Office (Word, PowerPoint, Excel, Outlook)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Impeccable professionalism and ability to respect confidentiality at the highest level
- Excellent written and verbal communication skills, able to convey information clearly and concise in person and in writing
- Strong organizational skills with the ability to multi-task
- A team player, able to work closely with various departments
- Ability to work flexible hours and to be responsive to the needs of the organization as a whole
- Must be willing to submit a pre-employment drug test

Brokenhead Ojibway Nation offers a competitive compensation package. Preference will be given to Indigenous people and applicants are encouraged to self-declare.

Application Deadline: March 14, 2025 by 2:00 pm

Submit resume, cover letter and three (3) references, including recent or current employer to:

Human Resource Department
Brokenhead Ojibway Nation
Box 180
Scanterbury, Manitoba R0E 1W0
hr@brokenheadojibwaynation.com
Fax: (204) 766-2021

We thank all who apply and advise only those selected for further consideration will be contacted.

The Brokenhead Ojibway Nation is committed to equity in employment.

Posted: March 3, 2025