

We are hiring

Mi'gmawei Mawiomi Business Corporation

Executive Assistant



More than a job A life experience

At the heart of a vibrant community
At the forefront of stimulating projects

MMBC is looking for an autonomous person with good organizing and coordinating skills who will be responsible for providing efficient administrative services to the MMBC management team.

Location of Employment: Gesgapegiag

Salary:
Between 44 K and 58 K/year depending on experience and skills

Working conditions:
35 hours/week, permanent, six months probation
Vacation, mobile leaves, group insurance and retirement plan

Main Responsibilities

Provide a high-level of administrative support to the CEO and management team.

- Coordinate and manage the CEO's schedule and day-to-day activities.
- Prepare correspondence, reports, data summaries and other documents.
- Keep records and file documents with a high degree of confidentiality.
- Receive and make phone calls.
- Help with market research, staff training and other strategic documents or tasks.

Plan and coordinate all logistics for different meetings and events.

- Shareholders' meetings (documents, caterer, audio and video equipment, translator, technicians, etc.)
- All MMBC board meetings on a quarterly basis.
- Community info sessions.
- External business meetings, events, and workshops throughout the year (book travels and hotels, take minutes and pictures, verify invoices and requisitions, etc.)

Job Requirements and Skills

- College degree in business administration or post-secondary education in office administration or related certification and/or equivalent experience.
- Related financial experience. This can be attained through basic accounting coursework combined with related financial and administrative experience.
- Advanced skills in Excel, Word, Power-Point, and Outlook.
- Excellent writing and editing skills in English and good communication skills in French.
- Ability to organize and prioritize.

Main personal qualities

The person demonstrates extreme discretion, respect for confidentiality and ethics, has good interpersonal abilities and is sensitive to the social and cultural dynamics of First Nations communities. Knowledge of the three Mi'gmaq communities or the mi'gmaw language is an asset.

**Send your application (CV and letter) to the attention of
Benoit Trépanier, Management and Communications Consultant,
at the latest May 12 at noon, at trepanb@hotmail.com**