



## **JOB DESCRIPTION**

<b>Position title:</b>	<b>Executive Assistant</b>
<b>Reports to:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Business Office:</b>	<b>Gesgapegiag, Quebec</b>
<b>Salary scale:</b>	<b>To be determined</b>
<b>Created on:</b>	<b>February 2023</b>

## **Job Purpose**

Reporting directly to the Chief Executive Officer, the Executive Assistant will provide a wide range of executive duties in support of the CEO in order to ensure effective and efficient operations of the CEO. The Executive Assistant is expected to perform duties within work hours and may also be required to work outside the organization's regular work hours, as needed and requested by the CEO.

The Executive Assistant reports to the CEO and is responsible for providing financial, administrative, and clerical services. Providing these services in an effective and efficient manner will ensure that the MMBCs finances are accurate and up to date, that vendors and suppliers are paid within established time limits.

## **Duties and Responsibilities**

### **1. Administrative**

- Provide a high-level of administrative support to the CEO;
- Accepting and making phone calls;
- Setting business and board meetings;
- Perform duties that can have an effect on the success or profitability of a business, such as helping with market research, training staff, and scheduling important meetings;
- Responsible for the record keeping of all documents within MMBC and any outside documents that are received;
- Minute taking, update Corporate books;
- Coordinate and manage the day-to-day activities of the CEO;

- Manage and maintain executive schedules, including scheduling travel and conferences;
- Remain aware and update the CEO schedule;
- Maintain an orderly, secure and efficient central paper and electronic filing system for the office files of the CEO with a high degree of confidentiality and allowing easy referral and quick retrieval;
- Prepare correspondence, reports and other documents as required;
- Draft, edit, translate required reports, data, summaries, letters;
- Other duties as determined by the CEO;
- Maintaining monthly attendance for all MMBC staff.

## **2. Finances**

- Receiving and verifying invoices & requisitions for goods and services;
- Adhere to financial policies and procedures;
- Record all cheques;
- Assist with Annual Audit;
- Maintain updated vendor files and file numbers;
- Print and distribute monthly financial reports;
- Responsible for Petty Cash;

## **3. Coordinating**

- Ensure timely notification for all members of the MMRLP meeting dates, times, locations;
- Send the agenda and the documents to the list of guests with appropriate means of communication;
- Prepare meetings packages thoroughly;
- Book hotel rooms for Board Members and MMBC staff and provide Executive Assistant the hotel confirmation;
- Coordinate MMRLP meetings (book venue, caterer, audio and video equipment, translator, technicians, act as photographer);
- Coordinate all MMBC board meetings on a quarterly basis;  
Coordinate all logistics for different external workshops and a variety of meetings/events for MMBC staff throughout the year;
- Plan and coordinate logistics for community info sessions as required;

## Qualifications

### Education

- Post-Secondary education in Office Administration and/or a combination of equivalent experience;
- College degree Business Administration and/or other related certification with related financial experience. This can also be attained through basic accounting coursework combined with related financial and administrative experience. Equivalences will be considered.

### Skills and specifications

- Working experience in front office handling receptionist responsibilities;
- Good writing and editing skills in English;
- Good communication skills in French;
- Mi'gmaq Language will be an asset;
- Advanced skills in Excel, Word, PowerPoint and Outlook;
- Experience in coordination;
- Confidentiality concerning employee files.
- Good interpersonal skills, autonomous and good judgment;
- Sensitive to the social and cultural dynamics of First Nations communities and good understanding of the three Gespe'gewa'gi Mi'gmaq communities;
- Confidentiality concerning financial and employee files.
- Knowledge of customer service principles and practices;
- Ability to organize, multitask and prioritize;
- Reliable and punctual;
- Attention to detail and problem-solving skills;
- Strong organizational and planning skills;
- Good interpersonal skills, autonomous and good judgment;

### Duration:

90-day probationary period

Permanent - 35 hours per week

Monday to Friday – hours may exceed regular hours

### Salary:

As per salary scale policy

**Start Date:** As soon as possible

**Send your resume and cover letter before Friday, March 24, 2023, at 4 PM to  
François-Olivier Gagnon, Executive Advisor at:  
fogagnon@mmcorporation.ca**