



Job Posting

# Executive Assistant

Three (3) months or more (contract-replacement)

*Mi'gmawei Mawiomi Business Corporation's (MMBC) mission is to generate net revenue for the Mi'gmawei Mawiomi through own source revenue from joint investments in large economic development projects.*

**Website:**  
[mmcorporation.ca](http://mmcorporation.ca)

**Under the direction of the Chief Executive Officer (CEO), the main duties of the job are:**

- Provide a high-level of administrative support to the CEO;
- Bookkeeping, accounts payable, accounts receivable, payroll, remittance, etc., for a small organization;
- Helping with research and coordinating important meetings and events;
- Responsible for the proper record keeping of all documents within MMBC and any outside documents that are received;
- Minute taker at Board, Partnership and Shareholders meetings;
- All other relevant duties.

**Qualifications required:**

- Post-Secondary education in Office Administration or Bookkeeping/Accounting and/or a combination of equivalent experience;
- Experience in coordination;
- 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 & Outlook;
- Experience in bookkeeping and accounting will be an asset.

**Profile of the ideal candidate:**

- 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;
- Skillful in planning and organization;
- Good research skills;
- Good communication skill;
- Comfortable with receiving direction and working in a team.

**Remuneration:** According to MMBC Salary Scale

**Job location:** Gesgapegiag, Québec.

**Date of assumption of duties:** As soon as possible

All applications will be treated in a confidential manner.

Please send your resume and cover letter before Thursday, September 13<sup>th</sup> at 12:00 PM (noon) to:

Christianne Bernard, Chief Executive Officer at:  
[cbernard@mmcorporation.ca](mailto:cbernard@mmcorporation.ca)