



Key-oh Business Development Corporation

Executive Assistant Job Posting

Role Title: Executive Assistant

Reports to: General Manager

Primary Location: Key-oh Office in Burns Lake, BC

Employment Type: Permanent F/T Employee

Hours: 25-40 hours/week

Wage: \$24-27/hour

Schedule: between 8:30-4:30, Mon-Fri

Benefits: Yes

Date of Posting: February 5, 2024

Closing Date: February 16, 2024 12:00pm (Noon)

For a complete job description and to submit resumes, email General Manager at generalmanager@key-ohbusiness.ca

The newly formed, Key-oh Business Development Corporation (KBDC), a corporation of Ts'il Kaz Koh (formerly Burns Lake Band) (TKK), is looking for a dynamic, very organized individual to fulfill an Executive Assistant role responsible for supporting the accounting and executive functions of our DevCo. You will perform a wide range of administrative and financial duties to ensure the smooth operation of the office and assist our team in achieving their goals.

The KBDC Board of Directors is setting up the DevCo for success by creating and implementing a strategic plan, setting procedures and processes as well as considering investments that will provide education and employment opportunities and financial independence for TKK.

The ideal candidate is someone who can work effectively and multitask to complete various tasks with varying deadlines and complexity. The ideal candidate will support the Management team in completing the work plan and maintaining the day-to-day operations of the office. This role includes administrative duties where collaboration and teamwork with KBDC managers, employees, and the Board of Directors, is required.

The Executive Assistant's responsibilities include but are not limited to the following:

- Answer and direct inquiries/messages (in person, telephone, mail, email), coordinating the flow of information
- Organize, schedule, confirm appointments, meetings and events including agenda preparation, meeting minutes, and making arrangements for travel, location, beverages and food
- Assist in the preparation of regularly scheduled reports
- Day to day operations of the office
- Compile data, statistics and other information to support research activities



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- Assist and train staff in-office procedures and software as required
- Assist with developing and maintaining Social Media accounts and website
- Provides solutions to issues
- Sending invoices and collecting receipts
- Support monthly payroll and keep organized records
- Record accounts payable and accounts receivable
- Process invoices and follow up as needed
- Provide support in preparing balance sheets, cost analysis reports and processing tax payments
- Develop and maintain positive relationships
- Collaborate with team, supervisors, Board of Directors, and external stakeholders to realize the goals of the KBDC

Qualities we are looking for in an Executive Assistant:

- Knowledge of office management systems, equipment, and procedures
- Proficiency in MS Office, G Suite, and Social Media
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Good knowledge of accounting and bookkeeping procedures
- Flexibility
- Resourcefulness
- Holds self-accountable for responsibilities
- Applies the highest standards of ethical conduct in all dealings with members, staff, contractors, and stakeholders to protect and enhance the reputation of KBDC
- Is self-aware; knows personal strengths, weaknesses, opportunities, and limits
- Is open to and seeks feedback. Learning from mistakes.
- Ability to retain confidential information
- Is solution-focused
- Excellent communication skills with the ability to communicate with all levels of staff, stakeholders, Board and the public
- Works collaboratively with peers and other teams
- Has a well-thought-out point of view while listening to the points of view of others and respects what they have to say and do
- Proven experience as an Administrative Assistant, Virtual Assistant or Office Admin Assistant
- Training or post post-secondary diploma in administration, IT, computer software and/or finance is appreciated
- Previous employment with an Indigenous Corporation or other organization providing services to Indigenous communities appreciated