Excellent Employment Opportunity
Executive Assistant

Full-time Position
Salary Range: $30,000 - $41,000

The Opportunity
The Executive Assistant is an important role in the organization. In this role you thrive on seeing your executive leadership succeed every day.   You are someone who is a seasoned professional, has the confidence of your colleagues to maintain confidential information and has the power to predict the future, or performs that way because you're so good at anticipating what is needed! You are a strong assistant who is articulate and detail-oriented along with exceptional organizational and prioritization skills with the ability to regularly act independently and make decisions bases on analysis and critical thinking. You are able to handle sensitive situations in a mature and confidential manner. You smoothly handle your role under the pressure of frequent interruptions and changes in priorities.   As the Executive Assistant you like office work and are resourceful, efficient, and detail-oriented with exemplary administrative and organizational skills. You are exceptionally organized, love maintaining the smooth flow of executive life, managing files and calendars, are a whiz at keeping things on track and always meets deadlines. You are also able to multi-task and work in a fast paced and busy environment.

Objective
The Executive Assistant is responsible for a wide variety of administrative duties in support of the Management Team, Council and other senior management members. Duties include but are not limited to reception, arranging travel plans, minute-taking and distribution, scheduling appointments, support and develop filing and document tracking systems, drafting both internal and external correspondence, agendas, proofread reports and submissions, preparation of Board of Directors meeting packages, coordinating meeting dates, liaison with event organizers, maintain weekly priority list, and helping with overall administrative functions of the organization. Other duties shall be assigned as necessary.

Qualifications:
- Post-Secondary education in a relevant field or equivalent combination of education and experience.
- At least three (3) years of administrative experience in an office environment.
- Excellent, high-level, written and oral communication skills
- Superior computer skills with MS Office software, particularly Word, PowerPoint, Publisher, Excel, Outlook and very conversant with social media platforms.
- Excellent typing skills
- Must be resourceful, detail-oriented, highly motivated, and independent
- A well-defined sense of diplomacy, including sound judgment and the ability to maintain a high level of confidentiality.
- Attention to detail with the ability to follow through and deliver results in a timely manner.
- Deeply attuned to, and aware of, the executive strategic goals and objectives and supports with their achievement through sound judgement and decision making.
- Maintain a priority list for follow-up action items
- Ability to summarize detailed reports, preparing and/or reviewing draft communications
- Accurately maintain an organized record management system
- Ability to manage multiple projects and tasks under tight deadlines
- Support building and organizational maintenance
- Possession of a valid driver's license with a clear driver's abstract and access to a vehicle is an asset
- Must provide a clear criminal record check and child abuse registry check

Ka Ni Kanichihk is committed to achieving employment equity, therefore encourage applicants to self-declare in Cover letter if Indigenous *(First Nation includes Status, Treaty or Non-Status, Metis and Inuit)*.

Applications for this position will be received up to the close of business on **March 20, 2017**. Please forward your cover letter and resume to:

Melanie Brass
Human Resource Administrator
Ka Ni Kanichihk Inc.
455 McDermot Ave.
Winnipeg, MB R3A 0B5
Fax # (204)953-5824
Email: mbrass@kanikanichihk.ca

Ka Ni Kanichihk thanks all applicants, however only those selected for an interview will be contacted.