



EMPLOYMENT OPPORTUNITY
Mi'kmaq Confederacy of PEI
Employment Services
Executive Assistant

Reporting to the Director of Employment Services, the Executive Assistant is responsible for providing senior level administrative support in file management, record keeping, financial services, scheduling, data entry and administration. This position requires a high level of organizational skill and competency and the ability to understand and maintain highly confidential information. Duties will include but are not limited to:

- Assisting the Director of Employment Services by arranging appointments according to priority and rescheduling when conflicts arise;
- Maintaining and organizing electronic and hard copy files;
- Maintain quality control in handling exceptionally private and confidential client file system, briefing notes, work plans;
- Maintaining administrative files on a variety of subjects and program areas ensuring a high level of accuracy and confidentiality, including statistics specific to the program;
- Preparing correspondence, reports, letters, memoranda, and other documentation, on a variety of subjects, including confidential topics;
- Maintaining the financial records including tracking financial decisions, preparation of invoices for payment, preparation of monthly reports and entry of information into case management system.
- Responding to written, telephone and email inquiries;
- other duties as required

Minimum Qualifications:

- Successful completion of grade 12 and completion of a recognized secretarial/ office studies program.
- Considerable related secretarial experience at a senior management level.
- High degree of proficiency in typing, editing and composing correspondence with word processing tools as well as English composition.
- Skilled in working with spreadsheets, email and computer presentation software, as well in organization, time management and interpersonal communication.
- Demonstrated ability in recording of meetings, and the ability to handle a demanding workload and to work both independently and as a team member.
- An acceptable criminal record check.
- Must hold a valid driver's license.
- Preference may be given to Aboriginal candidates.

Full time, 75 hours bi-weekly. Location of work will be in Summerside, travel will be required throughout the province. The deadline to apply for this position is August 28, 2017 at 3:00pm. Please email your resume and cover letter to tbernard@mcpei.ca or mail to:

Mi'kmaq Confederacy of PEI (MCPEI)
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