



**Yinka Dene Economic Development  
Limited Partnership**

P.O. Box 245  
Burns Lake, BC  
V0J 1E0

## **JOB POSTING**

Executive Assistant - Full Time

Yinka Dene Economic Development Limited Partnership (YLP) is the corporate business arm for the Wet'suwet'en First Nation (WFN). Under the authority of the YLP Board of Directors, YLP's role is to manage all of the Nations for profit business ventures and employment and training matters related to the economic development projects and other opportunities.

### Description

Under the direction of the President, the Executive assistant provides senior support to the CEO, CFO and COO and will work closely with the senior leadership team. She/he will promote a strong professional image of the CEO, CFO and COO office and the company. A secretary will report to this position.

In addition to general office duties, responsibilities will include, but will not be limited to the following:

- Maintaining direct contact with Board members, responding to questions and requests for information and providing assistance where necessary;
- Prepare reports, documents and presentations, including handling of confidential correspondence
- Attend meetings when required, to record and prepare minutes of meetings
- Compiles and provides the CEO, CFO and COO with the relevant accurate and timely information they require; demonstrating independent prioritizing initiative and high level of problem solving ability;
- Providing a range of administrative support such as making travel and accommodation arrangements, preparing travel claims, cheque requisitions, ordering material and supplies; calendar support, scheduling meetings, conference calls, video conferences, and booking meeting facilities as required; proactively preparing material for recurring meetings, e.g. board meetings, senior management meetings, community meetings, etc.;
- Reviewing correspondence, initiating action where possible, managing small projects

### Qualifications

- Minimum of 2 + years of experience in a professional office setting as an assistant to senior level management; Certificate, diploma in Business Administration and/or Finance.
- Ability to multi-task and manage competing priorities in a fast-paced, deadline-driven environment;
- Excellent interpersonal skills and an ability to communicate clearly and efficiently;
- An entrepreneurial and business development mindset;
- Previous Event planning experience;
- Strong analytical and organizational skills and experience creating and maintaining filing systems;
- Strong technical skills in MS Office (Outlook, Word, Excel, and PowerPoint).
- Class 5 drivers license

Salary: Commensurate with experience. \$24 - \$27 per hour

To apply, submit resume, cover letter and three references by: **UNTIL POSITION IS FILLED**

To the attention of: Shannon Haizimsque, Chief Operating Officer  
Yinka Dene Economic Development Limited Partnership  
P.O. Box 245  
Burns Lake, BC V0J 1E0  
Email: [hr@ydedlp.com](mailto:hr@ydedlp.com) Fax: (250) 698-7480

*While we thank all applicants, however, only those shortlisted will be contacted.*