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**JOB POSTING – Executive Assistant, Deh Tai GP Ltd.**

**REPORTS TO:** CEO of Deh Tai GP Ltd.

**LOCATION:** Head Office at Mile 293 Alaska Hwy Fort Nelson, BC (ECD office building)

**TERM:** Full time, indeterminate

**EFFECTIVE DATE:** ASAP

**HOURS:** 35 hrs Weekly

**SALARY:** Based on experience

**CLOSING DATE:** Open till filled

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**Deh Tai GP Ltd** requires a reliable Executive Assistant. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy. The Executive Assistant ensures smooth running of our company’s offices and contributes in driving sustainable growth.

**Please review the job description below:**

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**SUMMARY/SCOPE**

The Executive Assistant performs an array of administrative duties including secretarial and receptionist duties, correspondence, note taking, drafting minutes and organizational representation. A critical element of the Executive Assistant position is having the awareness and understanding of all relevant business matters that the CEO and Board of Directors are involved in. Excellent written and verbal communications skills are imperative for the position and the successful candidate must possess a proven track record of being a team player who is comfortable with deadlines, multi-tasking and prioritization. This position will act as the point of contact for the Department in the absence of the CEO and responds directly to both the CEO and Board of Directors.

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**Candidate Profile**

The Executive Assistant will serve as the first point of contact for the Deh Tai Limited Partnership managers and employees. This position will also be responsible for creating and sustaining a productive workforce and a safe and inclusive work environment. The Executive Assistant for Deh Tai must, overall, possess a high level of emotional intelligence, professionalism, and organizational skills to assist with all of Deh Tai’s business entities.

Core competencies will include:

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|----------------------------|-------------------------|--------------------------|
| ♦ Ethics and integrity     | ♦ Reliability and trust | ♦ Self-motivated         |
| ♦ Planning and organizing  | ♦ Problem solving       | ♦ Research and reporting |
| ♦ Listening and responding | ♦ Procurement           | ♦ Communication skills   |
| ♦ Adaptability/flexibility | ♦ Interpersonal skills  | ♦ Time management        |
| ♦ Customer service         | ♦ Collaboration         | ♦ Dependability          |

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**SPECIFIC DUTIES**

**ADMINISTRATIVE/CLERK DUTIES**

- Oversee/coordinate the day-to-day activities and various projects.
- Provide administrative support.
- Review and prepare all documents, reports and other correspondence materials.
- Review, evaluate and distribute all incoming and outgoing mail.
- Maintain daily appointments for all executive members.
- Maintain and monitor office supply inventory levels and place orders as required.
- Work closely with the CEO and the Board of Directors to accomplish objectives.



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- Coordinate and take precise notes at board meetings and other miscellaneous occurrences
  - Prepare Board Resolutions and other relevant documents for signature, follow up according to established procedures.
  - Prepare and distribute necessary materials and reports.
  - Manage any post meeting activities and project requirements.
  - Complete all necessary filings, maintain notebooks and filing systems for agendas.
  - Coordinate all BOD and entity manager travel arrangements.
  - Prepare and maintain attendance sheet and honorarium pay list.

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#### **INFORMATION MANAGEMENT AND RESEARCH DUTIES**

- Ensure all BOD related records and materials are well organized, professional, current and accurate.
- Respond to Board requests for information, follow up or action; research background information and report back to the Board and CEO on a timely basis.
- Prepare agenda and take notes at all Board meetings, complete final drafts of all notes
- Prepare and distribute Action Item Follow up lists to the Board, ensuring the list is thorough, accurate and up to date.
- Respond to Board/CEO requests for information, research background information and report back to the Board/CEO on a timely basis, prepare documents for signature, follow up according to established procedures.
- Maintain meeting minutes and filing systems for all relevant information pertaining to meetings of the Board.
- **Maintain critical confidentiality of sensitive information and files related to the position.**

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#### **PUBLIC RELATIONS**

- Advertise for all public meetings.
- Maintain relationships with national offices and other industry affiliates.
- Attend staff meetings and staff planning sessions to assist with planning and discussions on behalf of the CEO, as requested.

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#### **FINANCIAL RESPONSIBILITIES**

- Assist with maintain good financial records for the business and assist the CEO and finance department with account payables, account receivables, payroll, bank reconciliations, and remittances.
- Communicate with finance department to ensure cheques are issued when appropriate and verify who has signing authority on the accounts. Assist finance department with maintaining annual filing status with the government.
- Other duties, relevant to the position, shall be assigned as required by the Board or CEO.

**Other related duties as assigned by the CEO of Deh Tai GP Ltd.**

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#### **MINIMUM QUALIFICATIONS**

- Professional individuals with a grade 12 high school diploma/GED and relevant experience.
- Two years of demonstrated experience in a related field.
- Strong interpersonal skills and ability to interact professionally with internal and external stakeholders.
- Excellent communication skills (written and oral), ability to build and maintain relationships with members and leaders and effectively liaise with diverse groups and a range of individuals, remotely and in person, in a professional manner.
- Proficient computer skills in MS office, Google applications, internet, email and basic knowledge of database management technologies
- Successful completion of a criminal record check



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- Valid class 5 driver's licence and driver's abstract.

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#### **DESIRED QUALIFICATIONS**

- Certificate/Diploma in studies related to business and/or administration.
- Minimum of two years of experience in a bustling office environment.
- Experience preparing agendas and taking notes.
- Experience working in First Nations governance.
- Ability to speak Dene and/or Cree.

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#### **WORK CONDITIONS**

- Interacts with management and employees, Board members and government agencies.
- Manual dexterity required to use desktop computer and peripherals.
- Physical Mobility
- Overtime if required.

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#### **APPLICATION INSTRUCTIONS**

If you feel you would be a great addition to our team, please email your resume and cover letter with the

***Subject Line: Executive Assistant Posting*** to:

#### **Deh Tai GP Ltd HR & OHS Manager**

*Cheri Bourgoin*

RR1 Mile 293 Alaska Hwy

Fort Nelson, BC V0C1R0

E-mail: [cheri.bourgoin@dehtai.com](mailto:cheri.bourgoin@dehtai.com)