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**JOB POSTING – Office Administrator, 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 Office Administrator. 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 office administrator 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 Office Administrator performs an array of administrative duties including secretarial and receptionist duties and ensures a smooth flow of information and correspondence in and out of the office. In addition to providing a full range of administrative services, this position will also work closely and will take notes and draft minutes for meetings for the department, and will also draft, review and edit time-sensitive correspondence sent by CEO. A key element of success for the Office Administrator is the development and maintenance of an awareness and understanding of all relevant issues the CEO and Board are working on, and to have all key information on hand or readily accessible to facilitate and support the deliberations and decisions of the Board. This employee has excellent written and verbal communications skills with a proven track record as a team player who is comfortable with deadline, multi-tasking and prioritising a busy workload. This position will act as the point of contact for the Department in the absence of the CEO.

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**Candidate Profile**

The Office Administrator will often serve as the first point of contact to the Managers and employees that run the Deh Tai Limited Partnership oversees. This position will share responsibilities for creating and sustaining productive workforces and positive and safe work environments. This position acts as a business service partner to the entities, and the individual will possess a positive and diplomatic personality with a strong desire to apply HR principles consistently and fairly. The Office Administrator will possess good relationship building skills and will work together with the managers and their diverse teams.

Core competencies will include:

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|----------------------------|-------------------------|----------------------------------|
| ♦ Ethics and Integrity     | ♦ Reliability and Trust | ♦ Self-Reliant                   |
| ♦ Planning and Organizing  | ♦ Problem Solving       | ♦ Research and Reporting         |
| ♦ Listening and Responding | ♦ Information Seeking   | ♦ Communication and Presentation |
| ♦ Adaptability/Flexibility | ♦ Interpersonal Skills  | ♦ Time Management                |
| ♦ Customer Service         | ♦ Collaboration         | ♦ Dependability                  |

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**SPECIFIC DUTIES**

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**ADMINISTRATIVE/CLERK DUTIES**

- Oversee/coordinate the day-to-day activities and special projects of the department.
- Provide administrative support to the department.



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- Review and prepare all documents, reports and other correspondence materials for the department.
  - Courteously receive and screen all in-bound calls, emails, and visitors.
  - Review, evaluate and distribute all incoming and outgoing mail.
  - Maintain daily appointments of all executive members.
  - Assist with report and presentation preparation.
  - Research and assist with all Requests for Proposals (RFP).
  - Maintain and monitor office supply inventory levels and place orders as required.
  - Work closely with the CEO and the Board to accomplish goals and objectives.
  - Coordinate, attend contribute and take precise notes at Board, Committee, Strategic Planning and Annual General meetings (at times, outside of regular work hours); draft narrative minutes.
  - Prepare Board Resolutions and other relevant documents for signature, follow up according to established procedures.
  - Prepare and distribute the necessary material and reports required at various meetings.
  - Manage any post meeting activities and project requirements.
  - Complete all necessary filings, maintain notebooks and filing system for agendas, notes, tapes and all relevant information pertaining to meetings of the community and Board.
  - Coordinate all Board and GM travel arrangements.
  - Prepare and maintain attendance sheet and honorarium pay list.

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

- Ensure all Board related records and materials are well organized, professional, current and accurate.
- Manage signing officer changes and relay the necessary information to Finance.
- 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.
- Provide input and administrative support to the Board and CEO, maintain their joint Google Calendar management, establish a system with the Board and CEO to ensure checking of all mail, phone messages and correspondence, to ensure proper follow up both in their presence and in their absence.
- Prepare agenda and take notes at all Board meetings, complete final drafts of all notes in a timely fashion and forward to Board/CEO for review and feedback, incorporate and forward information to relevant parties as necessary, for finalization at the next meeting.
- 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, follow up action, 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 system 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**

- Provide ample and advance notice of all Member meetings, Public Meetings and Special Meetings.
- Respond to and deal effectively with Board and Member queries.
- 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.



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- 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**

- Mature individual of professional presentation with a minimum grade 12 high school diploma and combination of relevant experience.
- 2 years demonstrated experience in a related administrative assistant field.
- Strong interpersonal skills and ability to interact professionally with internal and external stakeholders.
- Organized and detailed orientation can handle competing priorities and meet deadlines.
- 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 and knowledge o regarding remote access and operation connectivity.
- Keyboarding speed of 30 wpm.
- Successful completion of a criminal record check
- Valid class 5 driver's licence and driver's abstract.

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**DESIRED QUALIFICATIONS**

- Certificate in Applied Business Technology
- 2 plus years office experience in a busy office environment assisting an executive.
- Experience preparing agendas and taking notes.
- Experience working for or a relational understanding of First Nations Governance is an asset.
- Ability to speak Dene and/or Cree an asset.

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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.
- Intermittent physical activity including bending, stooping, stretching, squatting, pushing, pulling, walking, standing, sitting and lifting.
- Competing priorities with medium-high control over individual priorities.
- Moderate-high levels of considerable mental concentration.
- Overtime as 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: Office Administrator Posting** to:

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

*Cheri Bourgoin*

RR1 Mile 293 Alaska Hwy

Fort Nelson, BC VOC1R0

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