



Pictou Landing Band Office



6533 Pictou Landing Rd, Fisher's Grant., NS B0K 1X0
Ph: 902-752-4912 Fax: 902-755-4715

Pictou Landing First Nation

Job Posting

Position: Executive Assistant
Job Status: Full time, Permanent
Reporting Manager: Executive Director
Location: Band Office - 6533 Pictou Landing Road, Fishers Grant, NS B0K 1X0

At PLFN, we truly value our people, which means you will be joining an incredible team, in a supportive and positive environment. We are passionate about the roles we play in providing superior service within our community and we take considerable pride in the goals we accomplish together. We invest in our people through supporting and encouraging professional development, so you have the tools to safely succeed in your role. To learn more about our community, please visit: www.plfn.ca

In return, we offer a culture that supports mental & physical wellness, opportunities to continue to develop professionally and collaborate with others.

A few things in particular that we offer to our team include:

- Flexible work arrangements for many positions, including work from home options
- Paid day off on your birthday
- Assistance for continuing education
- Social events and staff retreats
- A positive and fun work environment where we value inclusion and mutual respect

Scope of the Position

The Executive Assistant will be responsible for calendar management, managing travel arrangements, preparing expense reports, taking meeting notes, preparing correspondence, maintaining filing systems and producing quality reports and presentations for the Executive Director.

Executive Support Tasks

- The key point of contact between the Executive Team and internal or external stakeholders (i.e., Management, Staff, Community, and other key stakeholders)
- Manage the Executive Director's calendar and schedule meetings
- Assist with preparing weekly, monthly, quarterly, and annual reports
- Prepare presentations and presentation handouts



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- Utilizing various software packages, including word processing, spreadsheets, databases, and presentation software
- Screen and direct phone calls and distribute correspondence
- Development and maintenance of the filing system and improve current procedures
- Filing and retrieving company corporate records, documents, and reports
- Format information for internal and external communication such as letters, memos, emails, presentations, and reports
- Reading and analyzing incoming memos submissions, and distributing them as needed
- Coordinate travel arrangements and detailed travel itineraries
- Opening, sorting, and distributing incoming mail, emails, and other correspondence
- Accurately recording meeting notes, preparing and distributing notes and follow-up items
- Other duties as required

Position Requirements

- Proven work experience as an executive or personal assistant or similar role
- Minimum High school diploma and successful completion of an administrative assistant program
- In-depth understanding of the entire MS Office suite
- Knowledge of Indigenous organizations or First Nation communities

We're committed to an equitable team member experience, opportunity, pay and support for every employee regardless of gender identity or expression, race, ethnicity, family or marital status, religion, socio-economic status, veteran status, national origin, age, sexual orientation, education, disability, or any other characteristic that makes you unique.

We want to ensure that every qualified individual has an equal opportunity to work with us. If you require accommodation to our application process, please contact jobs@plfn.ca

Thank you in advance to those that apply. We appreciate your interest. Only the most suitable will be contacted for an interview.