



1371 2nd Avenue, PO Box 1110
Dawson City, Y0B 1G0, YT

EMPLOYMENT OPPORTUNITY

JOB TITLE: Executive Assistant/Administrative Assistant
STARTING WAGE: \$30.00
REPORTS TO: CEO/COO

JOB SUMMARY

Coordinate administrative procedures, public relations activities and research and analysis functions for corporate leaders and boards of directors.

Skills and Qualifications

- Advanced skills with MS Office and Adobe products. In particular, Outlook, Excel, PowerPoint and Acrobat.
- Proficiency to quickly learn proprietary software.
- Excellent communication skills.
- Strong project management skills.
- Good judgment and analytical skills with a focus on attention to detail.
- Capable of working independently and take ownership of tasks.
- Ability to quickly and smoothly adapt to changing client demands.
- Minimum 5 years administration experience and finance experience with formal qualifications equivalent to CPA, CA Canada.
- College diploma or experience with an administrative assistant skill set is an asset.

JOB DUTIES:

- Review, evaluate and implement new administrative procedures in functioning of businesses and multiple partnerships.
- Delegate work to office support staff and provide administrative support for the operations of the business.
- Assist in preparation of operating budget and maintain inventory and budgetary controls on educational programming.
- Establish work priorities and ensure procedures are followed and deadlines are met. Carry out administrative activities of establishment such as scheduling and arranging appointments, meetings and conferences, etc.
- Oversee and coordinate office administrative procedures and review, evaluate and implement new procedures.
- Assemble data and prepare periodic and special reports, manuals, and correspondence.

Benefit package for permanent employees

*CII Hiring Policy Applies (Preference will be given to a qualified Tr'ondek Hwech'in citizen)
Please submit a detailed resume to:*

CONTACT

Tina Timms – C/O Chief Isaac Group of Companies
PO Box 1110
Dawson City, YT Y0B 1G0
Tel: 807-633-2371
Email: tinatimmsa@chiefisaac.ca
No phone calls will be accepted

We thank all that apply but only those selected for further consideration will be contacted.