



## INTERNAL JOB POSTING

**DEPARTMENT:** Administration  
**SUPERVISOR:** Band Administrator  
**POSITION/TITLE:** Executive Assistant  
**TERM:** Full Time

Simpcw First Nation Administration Division is responsible for the overall management of the operating, program services, capital, and financial affairs of the Simpcw First Nation and for the direct management of the day-to-day operating, delivery, and administration. The purpose of this position is to support Administration in coordination, scheduling and recording of meetings and ensuring efficient internal and external planning and response. The position requires a high degree of organization, planning and attention to detail. The Executive Assistant is responsible for a wide variety of administrative duties in support of Administration. Duties include but are not limited to meeting coordination, travel arrangements, meeting minute-taking and distribution, scheduling appointments and drafting both internal and external correspondence. Other duties will include the planning of some events and meetings. Some flexible hours will be required for evening and weekend meetings. The Executive Assistant is required to maintain strict confidentiality and professionally interact with employees, management and the public.

### **Professional Certification, Education and Experience**

- The ideal candidate will have a post secondary degree or diploma in Business Administration or a relevant discipline.
- A minimum of four years of relevant experience in a high-level executive position.
- Strong knowledge of administrative procedures and practices.
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
- Demonstrable attention to detail, organization and time management.

### **Skills and Abilities**

- Excellent verbal and written communication skills including demonstrated ability to prepare reporting.
- Exceptional attention to detail.
- Exceptional planning and organizational skills.
- Ability to ensure adherence to relevant policies.
- Demonstrated evidence-based decision making.
- Expertise in establishing project priorities and ability to meet deadlines.
- Self-motivated and strong ability to take initiative.
- Must have ability to work in a team setting, cooperation, problem solving, and judgement skills.
- Ability to work in a cross-cultural setting;
- Strong ethics and a high degree of discretion and confidentiality

Simpcw First Nation offers competitive salary packages, an incredible work environment, and career advancement opportunities.

Please submit a cover letter, resume, and references by email to [employment@simpcw.com](mailto:employment@simpcw.com) or by mail:

Simpcw First Nation  
Attn: Rhonda Kershaw  
PO Box 220 Barriere BC V0E 1E0

**Deadline for Applications: May 11, 2026**

**Start Date: As soon as Possible**

**We thank you for your interest and advise that only shortlisted applicants will be contacted for interviews.**

**Please note that the successful applicant will require a Criminal Record Check including a vulnerable sector search, the details of which may preclude an offer of employment being finalized.**

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16(1) of the *Canadian Human Rights Act*.