



# BIGSTONE HEALTH COMMISSION

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## EMPLOYMENT OPPORTUNITY

### EXECUTIVE ASSISTANT PERMANENT FULL TIME WABASCA, AB

The Bigstone Health Commission is seeking an Executive Assistant for the Chief Executive Officer. This position requires an adaptable goal oriented individual who will prepare correspondence, arrange appointments, receive and interpret material, manage and arrange schedules for travel, conduct research, and perform various administrative and office functions as required.

This is a rewarding opportunity if you have an appreciation for First Nation culture, a desire for continuing professional development and enjoy the support and collaboration from our multidisciplinary team and various other professionals and agencies.

#### **Responsibilities:**

- Assist the Chief Executive Officer with all requests
- Create and maintain effective working relationships with all stakeholders
- Prepare professional letters, memos, and other administrative tasks
- Create meeting agendas
- Record minutes in all meetings within the Bigstone Health Commission and Bigstone Group of Companies
- Maintain file management/records management systems
- Work independently with minimal supervision
- Coordinate and make arrangements for different venues and or part of our excellent team
- Participate in internal/ external events
- Must be able to travel
- Other duties as required

#### **QUALIFICATIONS:**

- Must have a diploma in Office Administration, or Business Administration
- Five years progressively responsible experience
- Exceptional communication, customer service and public relations skills
- Ability to speak Cree is an asset
- Advanced computer skills in Microsoft Office, PowerPoint etc.
- Class 5 driver's license
- Must have excellent organizational skills
- Ability to multi task
- Above average written skills

**Confidentially is an important aspect in this position, sensitivity and the ability to keep information confidential is extremely significant.**

*Salary will commensurate with experience and qualifications. Send Cover Letter Resume, Criminal Record Check along with 3 work related references to:*

**Bigstone Health Commission**  
**Box 1020 Wabasca, Alberta T0G 2K0**  
**Fax: 780-891-4010**  
**Email to: [bhcresumes@bigstonehealth.ca](mailto:bhcresumes@bigstonehealth.ca)**

**Closing Date for this Employment Opportunity will be July 30, 2021 @ 4:30pm.**

Applicants are thanked in advance for their interest however only those selected for an interview will be contacted.

*Vision: To revive, strengthen and protect members' treaty rights to health and to enhance the quality of life of members and others living on Bigstone Traditional lands.*