



Métis Settlements General Council
Executive Assistant /Receptionist
EMPLOYMENT POSTING



REPORTS TO: MSGC Office Administrator

DATE POSTED: December 16, 2022

CLOSING DATE: January 16, 2023

STARTING SALARY: \$50,000 - \$60,000

The Executive Assistant/Receptionist (EA) reports to the Office Administrator (OA) and is responsible for managing the schedules of the two elected Executive Officers. Ensuring that the administrative needs of the two elected Executive Officers are met, Board of Director Meetings and Executive Team Meetings, and any meetings held by the Executive as required, action items and results of the various meetings to the relevant parties. In addition, the EA is responsible for receptionist duties as per the Reception Procedures Manual.

Duties:

- Coordinate schedules for the Executive Officers and ensure that they have the materials and information required to attend external and internal meetings, conferences, Assemblies, and public appearances;
- Coordinate Executive Officer meeting agendas and ensure timely production of meeting materials for the Executive Officers with internal and external organizations;
- Update and synchronize Executive Officer calendars;
- Coordinate Executive Officer travel;
- Draft correspondence for Executive Officers signature as required;
- Prepare notices for all Executive level meetings;
- Assist Executive Officers with general administrative support as required;
- Coordination of all MSGC events;
- Preparing all meeting packages.
- Facilitate all AV needs/troubleshooting as required for each meeting, with third party support;
- Facilitate all IT needs/troubleshooting as required for each meeting;
- Prepare virtual attendance meetings details and tasks as needed for all meetings. Work closely with our IT group to ensure all virtual accommodation is being handled in a timely manner;
- Prepare boardrooms as required for all meetings (tables/chairs set up as per the direction of the Executive, microphone set ups);
- Coordinate meal service at the request of the Executive and/or OA;
- Communication, as required, with external meeting organizers;
- Answer phones and greet visitors;
- Process, receive and record incoming and outgoing mail (mail and email) as required;
- Operate and coordinate maintenance of office machinery (photo copiers, stamp machine, coffee makers, water, etc.)
- Maintain and update contact lists for MSGC staff and 8 Settlements;
- Manage MSGC and Settlement calendars;
- Perform any other duties as assigned by the Executive or Chief Administrative Officer; and
- Adhere to all General Council Policies and Personnel Manual.

Qualifications:

- Progressive experience in any of the following roles: Administrative, Personal or Executive Assistant;
- Intermediate to advanced Microsoft Suite Operations and Microsoft Teams experience;
- Experience drafting letters for a variety of recipients including government officials;
- Experience using various scheduling software;
- Meeting planning and agenda development experience;
- Fluent written and spoken English;
- General office hardware use including photocopiers, fax machines, and filing systems;
- Post-secondary education in Administrative Services and Grade 12 diploma or GED minimum requirement

Please submit your cover letter and resume electronically to

ATTN: Dave Lamouche/Brenda Blyan

Email : reception@msgc.ca Phone : 780- 822-4096