



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Canadian Indigenous Peoples with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

17 – 2595 Main Street

Winnipeg, MB R2V 4W3

Subsidiary Offices:

Kenora • Midland • Ottawa • London • Sandy Lake • Winnipeg

# Job Board Posting



Careers.Indigenous.Link

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## Executive Support Specialist

<b>Job ID</b>	<b>2C-B1-EF-61-E1-2D</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=2C-B1-EF-61-E1-2D">https://careers.indigenous.link/viewjob?jobname=2C-B1-EF-61-E1-2D</a>	
<b>Company</b>	Caldwell First Nation	
<b>Location</b>	Leamington, Ontario	
<b>Date Posted</b>	From: 2021-02-24	To: 2021-08-23
<b>Job</b>	Type: Full-time	Category: Office
<b>Job Start Date</b>	As soon as possible	
<b>Job Salary</b>	Please Include Salary Expectations In Application.	
<b>Languages</b>	English	

### Description

Department: ADMINISTRATION

Report To: DIRECTOR OF OPERATIONS

Status: Temporary full-time, could lead to permanent full-time

Salary: Commensurate with relative education and experience

Position Summary:

The Executive Support Specialist will be responsible for performing a wide variety of administrative duties in support of and under the supervision of the Director of Operations.

Duties: • Work closely with Director of Operations. • Conduct policy review. • Complete reports; ensure deadlines are met. • Conduct research and analysis to make recommendations. • Complete briefing notes and draft policies. • Maintain a high level of accuracy and confidentiality. • Screen emails and messages. • Able to handle a high level of responsibility and exercise good judgment. • Familiar with digital technology and web-based programming; • Livestream and facilitate online meetings, follow-up, attend meetings, minute taking/notetaking. • Familiar with iCompass an asset.

Qualifications: • Bachelor's degree in public administration or other relative degree. • 3-5 years of experience in a First Nation setting. • Knowledge of First Nation governance and administration essential. • Experience within a public administration setting considered an asset. • Experience interpreting public policies considered an asset. • Must have 5+ years of experience in an executive, management, or administrative role. • Possess strong communication skills: written, verbal, and oral.

Requirements: • Ability to work in a team environment and individually, sometimes with little supervision. • Demonstrate a high level of detail, accuracy, and efficiency paying close attention to detail. • Maintain and demonstrate a high standard of ethics; maintain confidentiality at all times. • Work well under pressure. • Ability to work remotely. • Time management and organizational skills essential to success in this role. • Punctual, dedicated, and dependable. • Provide a clean CPIC with Vulnerable Sector Check. • Provide a clean Driver's Abstract (if

travel is required).

Salary: salary range is \$55,000-\$65,000, based on experience

Health and Dental benefits and pension provided upon completing 6 months probation.

Position: Full-Time Employment, 37.5 hours per week. Work hours are 8:30am-4:30pm. But, also must be available to work a flexible work schedule, based on meetings and workload.

**How to Apply**

Please send application to James Siu at [hr@caldwellfirstnation.ca](mailto:hr@caldwellfirstnation.ca)

Applications MUST include:

Current Cover Letter

Current Resume

Salary expectations

3 references (if successful applicant)