
JOB POSTING
A.E.W. LP
Executive Assistant



Nlaka'pamux Nation
Tribal Council

A.E.W.LP

The Organization:

A.E.W. LP was formed in 2017 by Nlaka'pamux Nation Tribal Council member communities to carry out "on the ground" work related to archaeology, the environment and wildlife protection. This work has been made necessary by activities of others within the Nlaka'pamux homeland including transportation, mining, forestry, oil and gas, and utilities projects. The Nlaka'pamux Nation Tribal Council is not opposed to development within our homeland, but developments and activities must be consistent with Nlaka'pamux title and rights.

Interested in viewing more information on AEW LP? Please visit our website at www.aewlp.ca or our LinkedIn <https://www.linkedin.com/company/aew-limited-partnership/>

The Role:

A.E.W. Limited Partnership (A.E.W. LP) is seeking a full-time on-going Executive Assistant based out of beautiful Kamloops, BC, to support the Executive Director and the Project Managers. This position would be ideal for someone who has experience working in an administrative capacity or directly as an Executive Assistant. Reporting to the Executive Director, the Executive Assistant will:

- Schedule and coordinate appointments, meetings, and events.
- Manage the executive's calendar to optimize time utilization.
- Screen and prioritize incoming calls, emails, and correspondence.
- Draft, review, and respond to emails on behalf of the executive.
- Coordinate and book travel arrangements, including flights, accommodations, and transportation.
- Prepare travel itineraries and ensure all arrangements are in place.
- Prepare meeting agendas, documents, and presentations.
- Attend meetings, take minutes, and distribute relevant information.
- Organize and maintain electronic and paper files.
- Prepare and edit reports, presentations, and other documents.
- Oversee day-to-day office operations.
- Order and maintain office supplies.
- Conduct research and compile information as requested.
- Summarize reports and data for easy review.
- Track and reconcile expenses.
- Prepare expense reports for the executive.

"Take care of the land, and the land will take care of you."

Requirements:

- Post-secondary diploma in Business Administration or related field.
- 2-3 years' experience as an Executive Assistant or related field.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Possess a current and valid driver's license with acceptable drivers abstract.

What makes you exceptional:

- Excellent organizational skills (prioritizing, time management, record keeping, follow up).
- Exceptional attention to detail and accuracy.
- Strong interpersonal and communication skills.
- General knowledge of industry safety guidelines.
- Previous experience working with Indigenous Communities is considered an asset.
- Strong team player, self-motivated and proactive thinker.
- Extraordinary computer skills, including knowledge of Microsoft Word, Microsoft Excel, and Adobe Acrobat are required.

What makes AEW LP special?

- Employee centered with the opportunity for personal development and growth.
- Be a part of a company that is inclusive and thriving.
- A competitive compensation package with a salary range of \$40,000 – 60,000 per year.
- A matching group retirement pension program
- An Extended Health and Dental program
- Paid Vacation
- Flexible work schedules with work from home opportunities.

Submit your cover letter and resume to:

Email: garchie@nntc.ca

In-person: #200-124 Seymour Street, Kamloops, BC.

The deadline for applications is open until filled.



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We thank all applicants in advance. Please self-identify, as preference will be given to Nlaka'pamux

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