



## MUSQUEAM CAPITAL CORP

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**Job Title:** Executive Assistant  
**Term:** 1 year contract position with possible extension  
**Department:** ADMIN  
**Reports To:** Chief Financial Officer  
**Prepared Date:** Oct 2021

### SUMMARY

Musqueam Capital Corporation (MCC) was created in 2012 to replace the Musqueam Economic Development Department and is the economic development arm of the Musqueam Indian Band (MIB). MCC is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's existing real estate holdings, and creates economic opportunity through business partnerships. At MCC, we thrive when our people thrive. We are currently looking for an executive assistant to be the supportive force that empowers our senior leadership. The ideal person for the job will be a proactive problem solver with exceptional communication skills and a meticulous attention to detail. The candidate will have previous experience working in an office environment, performing administrative duties and providing support to management. Given the changing nature of the executive landscape, we rely on our assistant for flexibility and foresight, while maintaining confidences related to high-level systems and operations.

**PRIMARY RESPONSIBILITIES** include the following but not limited to:

- **Provide sophisticated calendar management for CEO.** Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- **Act as a liaison and provide support to the Board of Directors.** Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- **Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization,** including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- **Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO,** including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- **Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.** Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- **Maintain** open communications with the MCC team, including meeting regularly with their CFO and providing information and documents as needed.
- **Coordinate** all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- **Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff,** demonstrating leadership to maintain credibility, trust, and support with the Executive Team. Complete projects by assigning work to appropriate staff, including the Executive Team, on behalf of the CEO.
- **Manage all aspects of organization's office services.** Evaluate and assist in developing office policies and procedures for improved work flow and anticipate future needs as organization grows. Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization.



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- **Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning.** Provide leadership to all levels of the organization, including the MCC team, to meet their current and future information needs.
- **Replenish** office materials such as snacks, printer supplies, paper, office supplies, etc.
- **Provide** event management support as requested.
- **Provide hospitality to all guests** and help to create a welcoming environment.
- **Answer main phone line and respond to inquiries.**
- **Process and distribute daily mail.**
- **Invest** in building long-lasting relationships both externally and internally.
- **Manage petty cash reimbursements and reconciliation.**
- **Other projects/duties as assigned** for the overall benefit of the organization.

### SKILLS AND QUALIFICATIONS

- 4 years' experience in administrative role reporting directly to upper management
- Strong ability to execute work with a diversity, equity, and inclusion lens
- Superb written and verbal communication skills
- Exceptional organizational skills and impeccable attention to detail
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders and partners
- Strong time management skills and the ability to organize and coordinate multiple projects at once
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems
- Able to maintain a high level of integrity and discretion in handling confidential information
- Excellent judgment is essential with the ability to switch gears in a moment's notice
- Work in an office environment 5 days a week

### OTHER SKILLS AND ABILITIES

- Must carry a valid driver's license
- Must be fully vaccinated
- Experience overseeing budgets and expenses
- Experience developing internal processes and filing systems

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Minimal physical exertion required. Manual dexterity sufficient to reach/handle items and work with the fingers. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Normal office environment. The noise level in the work environment is usually moderate.

**HOURS OF WORK:** MONDAY TO FRIDAY, ON-SITE, 830AM TO 430PM; 35 HRS/WEEK

**COMPENSATION:** Highly competitive; industry standard; great benefits package