



Career Opportunity Executive Assistant

Who We Are

Nee Tahí Buhn First Nation is located on the south shore of Francois Lake in beautiful British Columbia. With deep roots in our land, language, and traditions, we are proud to be a vibrant and resilient community. Our Nation is home to approximately 140 members, and we are committed to preserving our rich heritage while building a strong future for the next generations.

At Nee Tahí Buhn, we believe in creating a positive, respectful, and supportive environment where both community and team members can thrive. We honour our past and work toward a bright future built on cultural strength and community well-being.

Overview of the Role

We are currently seeking a full-time, dedicated and highly organized **Executive Assistant** to join our team. In this key role, you will provide high-level administrative support to the General Manager, Chief and Council, helping to ensure smooth operations, effective communication, and exceptional service to our members and external partners. If you are detail-oriented, self-motivated, and passionate about supporting Indigenous governance and community-driven leadership, we would love to hear from you!

Schedule: Monday to Friday, some weekends and evenings
Hours: 8:00 am to 4:00 pm, 30-minute paid lunch (8 hours per day, 40 hours per week)
Location: Onsite at 47805 Olson Road Burns Lake
Monthly Travel Stipend provided, based on length of travel per day

Who You Are

- A strong communicator with excellent MS Office skills and interpersonal skills.
- Highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment.
- Able to work independently while being a strong team player.
- Respectful of confidentiality, Indigenous values, and community protocols.

What You will do

- Manage the General Manager's and Chief and Council's calendars, schedules, and travel arrangements.
- Coordinate and support meetings by preparing agendas, taking minutes, and arranging logistics.
- Draft, proofread, and edit correspondence, reports, and presentations.
- Act as the first point of contact for internal and external inquiries with professionalism and cultural sensitivity.
- Maintain organized files, both electronic and paper-based.

Nee Tahí Buhn Indian Band, 47805 Olson Road, Burns Lake, BC, V0J 1E4



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- Provide administrative support for finance and human resources activities (onboarding, document management, records maintenance).
- Assist with purchasing processes and special projects as assigned.

What you Bring

Required:

- High School Diploma (or equivalent).
- Experience supporting First Nations organizations or communities
- Minimum 2 years of administrative experience in an office environment.
- Experience managing sensitive and confidential information.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and comfort with digital platforms.

Preferred:

- Diploma or Degree in Business Administration, Office Administration, or a related field.
- Experience in scheduling, event coordination, purchasing or project support.

What We Offer

- Salary: \$26.50 per hour – \$31.25 per hours based on experience.
- Three weeks annual vacation (6% accrual)
- Every second Friday afternoon off with pay.
- An additional paid time off during the holiday season
- A healthy extended benefits plan, including ten sick days and five cultural days per year
- Opportunities for professional learning, development and advancement

To Apply

Interested candidates are invited to submit the following to GeneralManager@ntbb.ca . Please include a letter of interest outlining how your previous experience and education would support this position and a current C.V.

The successful candidate will be asked to provide references, proof of education, and a clear, vulnerable sector criminal records check. We encourage applicants to submit applications as soon as possible, as applicants will be reviewed continuously. We thank all applicants for their interest; only those selected for an interview will be contacted.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.