



MUSKEG LAKE CREE NATION

EMPLOYMENT OPPORTUNITY

26-21

EXECUTIVE ASSISTANT TO CHIEF AND COUNCIL

(F/T Permanent)

Reporting to the Chief Operating Officer, the Executive Assistant to Chief & Council will provide administration support to Muskeg Lake Cree Nation's Chief & Council. This role requires in-depth knowledge of First Nation band operations, positive relationship foundations, and executive level organization skill. The incumbent must have the ability to handle details of a highly confidential and critical nature.

ROLES & RESPONSIBILITIES:

- Various interactions with all levels of government: Municipal, Provincial and Federal;
- Interactions of a complex and sensitive nature inside and outside the First Nation;
- Preparation of agenda(s) for Chief & Council meetings;
- Preparation of all meeting packages and distribution to leadership at least two days prior to the scheduled meeting;
- Attends, records & transcribes minutes of all Chief & Council meetings;
- Files all correspondence;
- Independently research matters for assigned projects ensuring implementation of project plans as outlined – responding and adapting plans as necessary;
- Coordinates information sharing and communication of Chief & Council meetings within specific teams and across the organization;
- Prepares or coordinates presentation materials for the Chief & Council;
- Maintains calendar of daily activities for the Chief & Council;
- Ensures that the Chief & Council is on time and prepared for all meetings, including coordinating briefing packages, as required;
- Performs department coordination duties that are highly confidential in nature;
- Review of documents that require the Chief & Council signatures;
- Operates email, calendar, maintains information systems and databases, and performs other semi-automated administrative support tasks within the organization;
- Requires proactive, forward thinking when booking travel/meetings and keeping a daily weekly/monthly schedule;
- All other duties as assigned by the Chief Operations Officer.

EXPERIENCE & EDUCATION:

- Diploma or Degree in Business or Office Administration;
- At least 3 years proven experience in a similar setting;
- Advanced knowledge of Microsoft Office.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess strong team building skills and a positive professional work ethic;
- Effective problem solving and decision-making skills;

- Have strong interpersonal and communication skills;
- Demonstrate ability to be a positive role model;
- Accuracy and attention to detail while working under tight deadlines;
- Ability to follow through and complete overlapping projects;
- Good organizational, time management and prioritizing skills.
- Takes pride in their work and appearance.

WORKING CONDITIONS:

- Full-Time position with flexibility in work hours to meet business needs;
- Office environment with occasional travel;

MANDATORY REQUIREMENTS:

- Position will require a Criminal Records Check (CPIC) and Vulnerable Sector Check;
- Must possess a valid Saskatchewan driver's license (class 5) and meet Muskeg Lake's insurance requirements.

Send Applications/Resumes to:

Muskeg Lake Cree Nation

Attention: D. Sanderson, Human Resources Manager

Email: hr@muskeglake.com or drop off resumes off at the Band Office

Deadline to Apply: Friday August 28, 2026 4:00pm

Only those selected for an interview will be contacted.