JOB POSTING: YELLOW QUILL FIRST NATION

Title: Executive Assistant
Status: Full-Time
Reporting to: Director of Operations
Wage/Salary: Dependent on Experience
Closing Date: November 16, 2026.

Position Summary

Yellow Quill First Nation is seeking a highly organized, and professional Executive Assistant to support the Director of Operations. The Executive Assistant plays a key role in ensuring the efficient operation of the Administration Department by providing high-level administrative, organizational, and confidential support. This position requires strong communication skills, attention to detail, discretion, and the ability to work effectively with Chief and Council, band staff, community members, government agencies, and external partners.

Position Responsibilities:

- Provide executive-level administrative support to the Director of Operations.
- Manage calendars, appointments, meetings, and travel arrangements.
- Prepare correspondence, reports, presentations, agendas, and meeting minutes.
- Coordinate meetings and events, including logistics, catering, and venue arrangements.
- Maintain confidential records, files, and operational documents.
- Assist in the preparation and monitoring of departmental budgets and reports.
- Track action items and follow up on operational priorities and deadlines.
- Serve as a liaison between the Director of Operations, departments, Chief and Council, community members, and external stakeholders.
- Support the development and implementation of policies, procedures, and operational initiatives.
- Manage incoming communications, including phone calls, emails, and inquiries.
- Maintain records management systems and ensure accurate document retention.
- Assist with proposals, funding applications, and special projects as required.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Diploma or Certificate in Business Administration, Office Administration, Public Administration, or a related field.
- Minimum 3-5 years of executive or senior administrative experience.
- Experience working in a First Nation, Indigenous organization, government, or public sector environment is considered an asset.
- Advanced proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams).
- Excellent written and verbal communication skills.
- Strong organizational, time management, and multitasking abilities.
- Ability to exercise sound judgment and maintain strict confidentiality.
- Strong interpersonal skills and the ability to build positive working relationships.
- Understanding of Indigenous governance structures and First Nations administration is considered an asset.
- Able to multi-task and be flexible to change,
- Attention to detail is crucial; ability to work in a team environment.
- Due to access of information, an oath of **CONFIDENTIALITY** is required.
- Possess good understanding of YQFN and work well with Chief, Council, Band Staff, and community members.
- Valid Class 5 Driver's Licence and reliable transportation
- Ability to pass a current Criminal Record Check (CPIC)

DEADLINE DATE FOR APPLICANTS IS NOVEMBER 16, 2026.

Please state in the email subject line which position you are applying for and submit resume with a cover letter and updated CPIC to:

ATTN: Human Resource Coordinator
Box 40 Yellow Quill, SK S0A-3A0
FAX: (306)322-2304
EMAIL: Shantel.Poorman@yqfn.ca
PH: (306)-322-2281

Posted on October 26, 2026.