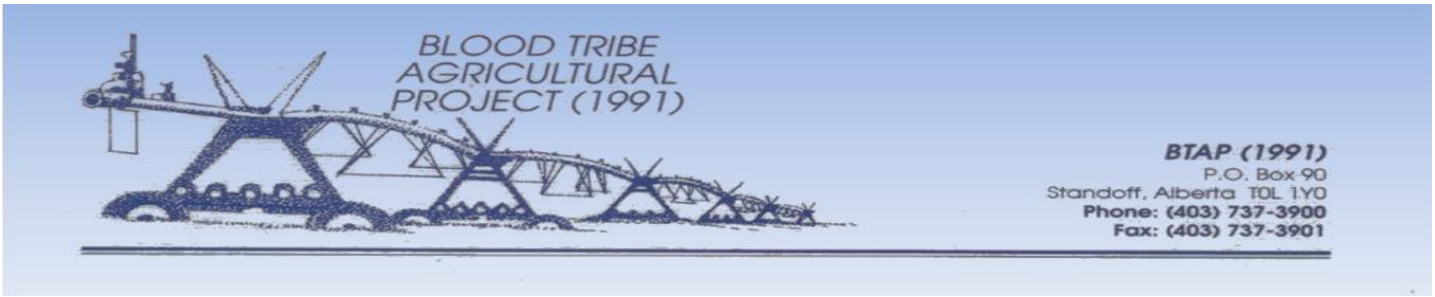

JOB POSTING
Permanent Executive Assistant (1)

Job description: The Blood Tribe Agricultural Project (BTAP) Executive Assistant is an office administration and support position. This position is responsible for providing administrative and clerical support to the General Manager, while maintaining strong relationships with BTAP's Board of Directors.

Hours of work: Monday to Friday 8:30-4:30. Seven and a half (7.5) Hour Days. Some overtime and travel will be required.

Duties and Responsibilities:

- Acting as the administrative point of contact between the General Manager (GM) and internal/external clients; Board of Directors, Government Officials, Stakeholders.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; implementing and/or maintaining filing databases.
- Conserves the GM's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains the GM's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel arrangements.
- Act as Coordinator for all Board of Directors, Tri-Partite, Supervisor's, Technical Working Group meetings; including the preparation.

Job Requirements:

- Two year Diploma in Management or related field is preferred.
- A minimum of two (2) years related experience
- Valid Class 5 Driver's License and reliable vehicle
- Current Criminal Record Check and a Clear Driver's Abstract

Application Package includes a cover letter, resume, three references, and supporting documentation.

Please submit application package to Blood Tribe Agricultural Project by email: hr@btap.ca, fax: 403-737-3901, or in person Monday-Friday between 8:30 and 4:30 PM.

SEE btap.ca FOR FULL JOB DESCRIPTION

DEADLINE TO APPLY: EXTENDED UNTIL SUITABLE CANDIDATE IS FOUND

BTAP would like to thank all applicants for their interest, but only those chosen for an interview will be contacted.