



**Administration Office**  
289 Jubilee Road  
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**Executive Services**  
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533 Thomigo Road  
Muncey, ON N0L 1Y0  
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[www.munsee.ca](http://www.munsee.ca)

## **Employment Opportunity**

### **EXECUTIVE ASSISTANT**

**Posting Date: APRIL 12, 2023 Closing date: Open until filled**

The Munsee-Delaware Nation (MDN) is seeking a dynamic individual to fill the position of Executive Assistant to the Nation Manager and Chief. The Munsee-Delaware Nation is a Lenape community of nearly 800 members located approximately 25 km southwest of London, Ontario on the Thames River.

#### **GENERAL DESCRIPTION:**

This is a key position to the administration of the Munsee-Delaware Nation. The position reports to the Nation Manager and provides clerical, administrative and other support services to the Nation Manager and the Chief. This position will require a high degree of professionalism, organization and multi tasking skills and can prioritize duties in a fast paced, confidential environment. The Executive Assistant must work as a team player and can work independently.

#### **Key Duties/Position Responsibilities**

##### **A. Communication**

- Establish and maintain regular communication and information sharing with the Nation Manager and MDN Chief;
- Respond to inquiries and/or requests for assistance from staff, MDN Chief and Councillors in a timely manner;
- Work closely with the Nation Manager, the MDN Chief and Councillors, and keep them informed of upcoming commitments, responsibilities and follow up as appropriate;
- Handle all calls and visitors for the Nation Manager and MDN Chief and Councillors by screening, resolving those within capacity, retrieve background information and flow emails and appropriate information; and
- Establish and maintain open communications with all staff.

##### **B. Administrative Duties**

- Record accurate minutes and verbatim (when required) of all Council meetings in a timely manner and distribute as directed;
- Prepare correspondence for the Nation Manager and Chief as required;
- Ensure all action items of the Nation Manager, Chief and Councillors are clear and accurately recorded;

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- Prepare briefing notes and position papers on selected items for Nation Manager approval prior to consideration by Chief & Council at duly convened meetings;
- Maintain an accessible filing system of all Council meetings and business of Chief & Council
- Coordinate all regular Council meetings, ensuring all agenda items are set for review; this includes arranging logistics, communication and invitation of guests when required;
- Coordinate and prepare all Council packages including agendas, minutes, attachments and memoranda for action items from staff.

**QUALIFICATIONS:**

- Post-Secondary business or public administration diploma or certificate
- Three years progressive experience in a senior administrative role
- Proficient written and excellent communication skills
- Excellent computer skills using Microsoft Office programs
- Organizational skills and ability to perform clerical duties
- Must be reliable, dependable, and committed to confidentiality
- Must be willing to work flexible hours

**The full job description is available upon request**

**INTERESTED CANDIDATES:**

If you are interested in this exciting opportunity to be a leader of a team that is dedicated to service excellence, continuous improvement and innovative thinking please apply with your resume and cover letter to:

**Munsee Delaware Nation**

**Attention:**

**Human Resources**

**289 Jubilee Rd., Muncey, ON, N0L 1Y0**

**In a sealed envelope marked "CONFIDENTIAL"**

**Or**

**email to [employment@munsee.ca](mailto:employment@munsee.ca) with the subject line "Executive Assistant"**

We would like to thank all those who apply, however, only applicants selected for an interview will be contacted.