



Executive Assistant

MGBHLM Economic Development Corp. Ltd is a growing organization based in Battleford, Saskatchewan, on a historic site. It relies on skilled staff to support clients and organizational goals, with roles that may evolve over time. The organization values proactive, dedicated team members who take pride in their work. The Executive Assistant & Board Secretary provides high-level administrative support to the GM and Board of Directors, managing schedules, correspondence, meeting preparations, and ensuring confidentiality, professionalism, and effective communication with stakeholders.

Key Responsibilities & Duties

- Executive Support to the GM
- Provide timely, professional administrative assistance to the GM.
- Manage the GM's calendar, email correspondence, filing system, and expense documentation.
- Coordinate scheduling and support for the Executive Team.
- Assist with planning organizational events, such as annual conferences.
- Prepare reports, summaries, and documentation for the GM and Board
- Respond proactively to inquiries from stakeholders, maintaining confidentiality and professionalism.
- Prepare agendas and minutes for internal and external meetings.
- Organize travel arrangements for the GM.
- Support the GM in managing Board member inquiries with discretion.
- Coordinate the assembly, circulation, and notification of Board and AGM materials.
- Assist in post-Board meeting follow-up, including action item tracking
- Oversee AGM logistics and documentation.
- Maintain governance best practices and ensure compliance.
- Maintain a strong understanding of MGBHLM Economic Development Corp. Ltd's policies and role.
- Contribute actively to staff meetings.
- Maintain organized records and office systems.
- Respond to requests from clients and staff professionally and promptly.
- Provide accurate data and information for reporting and communication.

Qualifications

- Degree in Business Administration, Communications, or a related field; or significant relevant experience.
- Minimum of three years' experience supporting senior management.
- Experience supporting a Board of Directors in an administrative capacity.
- Excellent verbal and written communication skills.
- Strong emotional intelligence and social awareness.
- Proficiency in MS Office applications.
- Experience creating agendas and recording minutes
- Ability to work independently and collaboratively.
- Positive, welcoming personality with a hospitality mindset.
- Strong work ethic and commitment to confidentiality and integrity.

Deadline: August 28, 2025

HOW TO APPLY:

Please submit your resume with cover letter outlining your interest to:
Human Resources Department Email: human.resources@mosquitofn.ca

Mosquito, Grizzly Bear's Head, Lean Man First Nation
P.O Box 177 Cando, SK S0K 0V0

Only those selected for an interview will be contacted