



JOB POSTING

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE OFFICER PERMANENT FULL-TIME GOOSE BAY BOARD OFFICE

Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the MTIE Board and senior management.

Key Skills and Responsibilities (include but not limited to):

- Completes a broad variety of administrative tasks for the CEO including: managing an active calendar of appointments, completing expense reports, preparing correspondence that is sometimes confidential, recording meeting minutes, etc.
- Coordinates the CEO's schedule.
- Prioritizes and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action.
- Serves as the CEO's administrative liaison to MTIE Board.
- Arranges CEO travel & accommodations as needed.

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Expert level written and verbal communication skills. Innu-aimun an asset, but not required.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Post-secondary diploma preferred
- Five years related experience

Salary: Follow MTIE Salary Scale

Date Posted: Friday, July 18, 2025

Closing Date: Friday, August 8, 2025

Competition #: MT-IE 08-2025

Application Instructions: Deadline for applications is Friday, August 8, 2025 at end of business day. Interested candidates will submit a resume and cover letter detailing their experience and qualifications to:

Clarence Davis

Director of Programs

Director of Human Resources (Interim)

Mamu Tshishkutamashutau Innu Education

(709) 897-5859

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