

Position: Executive Assistant  
Department: Government Services  
Closing Date: Open until Filled  
Employment Type: Indeterminate

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The Déljné Got'jné Government Services Department is now accepting applications for the **Executive Assistant** position. The Executive Assistant will be responsible for providing senior level clerk support in order to ensure that the records, decisions and function of the DKK are maintained in a timely, efficient and effective way. Reporting to the Chief Executive Officer (CEO) and working closely with the ?ekw'ahtide and DKK members, the Executive Assistant will be responsible for overseeing and ensuring all arrangements necessary for DKK meetings, Executive Committee, and meetings with external officials and dignitaries, their associated records and decision communication to appropriate staff.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Executive Assistant is responsible for providing Clerk services in order to ensure efficiency and effectiveness within the Déljné Got'jné Government:

- Perform clerk and senior administrative support to ensure effective and efficient office operations
- Knowledge of general accounting practices relating to area of administration
- Knowledge of relevant legislation, administration/employment policy and procedures
- Knowledge of office administrative and financial processes and systems
- An understanding of the northern culture and political environment
- Highly organized ability to manage multiple tasks and competing priorities
- Excellent planning and coordination skills
- Excellent time management skills, efficient, and able to manage priority deadlines
- Excellent verbal, reading, listening and written communication skills and capacities
- Advanced computer skills including the ability to use common office software, i.e. Excel, Word Processing, PowerPoint, and Publisher programs
- Excellent public relations and customer service skills both in all contexts of work
- Strong commitment to client service combined with excellent interpersonal skills
- Superior attention to detail
- Ability to organize, prioritize, and multi-task
- Self-managed, thorough, and results oriented
- Ability to anticipate and mitigate challenges and issues
- Team player; must be able to complete tasks by working effectively with others

**QUALIFICATIONS:**

- 3-5 years of work experience in a corporate environment supporting senior managers or equivalent
- Experience in finance, project management, communications and administration are essential
- A Master's in social sciences, accounting or business field is desired or a combination of equivalent education and experience

**BENEFITS:**

- Northern Employee Benefits Services (NEBS)
- Northern Allowance

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**Please submit your Resume and Cover Letter to:**

Human Resources Department  
Déljné Got'jné Government (DGG)  
P.O Box 156 Déljné NT X0E 0G0

(867)-589-8100 EX: 1017  
Email: [hr.assistant@gov.deline.ca](mailto:hr.assistant@gov.deline.ca)