



Job Description

Job Title:	Executive Assistant/Corporate Secretary	Job #:	ADM-401
Department:	Administration	Level	4
Supervisor:	CEO	Probation:	3 months

POSITION SUMMARY

The Executive Assistant/Corporate Secretary provides administrative and secretarial support to the CEO and to the management team of the Nemaska Development Corporation (NDC). The incumbent is also the custodian of all official NDC documents, records and contracts. S/he ensures the proper archiving of key documents and files.

DUTIES & RESPONSIBILITIES

Administrative and Secretarial Responsibilities

- Prepare, review and proofread outgoing documents, including correspondence, reports, and presentations.
- Manage electronic correspondence and prioritize it.
- Make travel arrangements for the CEO.
- Compile data and other information as requested by the CEO
- Maintain a proper and secured file management system to ensure the safekeeping and efficient retrieval of information.
- Ensure that there is a sufficient stock of all materials and office supplies.
- Prepare requisition for supplies and material as required.

Corporate Responsibilities

- Act as the custodian and safeguard of all official records, including contracts, leases, certificates, records and documents.
- Develop and maintain an archiving system that meets legal requirements.
- Ensure that all documents are drafted in the appropriate language upon request.
- Draft letters, contracts and other documents for the CEO.
- Draft mandates, directives, and resolutions that reflect the decisions made during the meetings
- Maintain and keep up-to-date all files pertaining to NDC.
- Ensure confidentiality of documentation.

Meeting Responsibilities

- Plan and organize different meetings, including Board Meetings and the Annual General Assembly, by sending notices, assisting with the preparation of the agenda and distributing all required materials within the prescribed delay.
- Prior to meetings, debrief the CEO, the directors on the agenda, any meeting discussion points and updates on issues to be discussed.

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- Attend meetings as an observer and record minutes accurately during all meetings, including Board Meetings and Annual General Assembly. Revise, summarize and distribute approved meeting minutes to relevant stakeholders.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

EMPLOYMENT REQUIREMENTS

Education and certifications

- College degree
- Valid driver's license

Experience

- 1 to 3 years of relevant experience

Knowledge and abilities

- Strong organizational skills and attention to detail
- Strong leadership skills
- High attention to detail and accuracy
- Excellent oral, written and interpersonal communication skills
- Ability to maintain confidentiality
- Strong working knowledge of Microsoft Office products

Languages

- Fluency in Cree and English is required
- Fluency in French is an asset

WORK ENVIRONMENT

- Typical office setting with no unusual physical demands. The incumbent can work remotely to fulfil its responsibilities.

Employee's signature: _____ Date: _____

Supervisor's signature: _____ Date: _____