



# Executive Assistant

*Ziibi Investments is Rainy River First Nations' Business Development Corporation*



## EMPLOYMENT OPPORTUNITY

Ziibi Investments is seeking an energetic and ambitious person to join the Company and on a full-time basis as an Executive Assistant. The principal task of the Executive Assistant will be to provide broad-based administrative and operational support as required for Ziibi Investments and its related and subsidiary organizations (collectively, the “Company”).

The Executive Assistant position is a developmental role designed to provide the successful candidate with exposure to a wide range of business experience with the intent of developing future business leaders. Candidates will be encouraged to enrol in business or related training in conjunction with this role.

### Roles and Responsibilities

- Provide broad-based administrative and operational support to Ziibi Investments staff.
- Summarize and document internal meetings and meetings with stakeholders.
- Develop systems to track and manage ongoing financial and regulatory filings.
- Support the preparation and delivery of operating and financial reports.
- Maintain archives of relevant documentation.
- Ensure the confidentiality of critical business information.
- Identify and coordinate events and develop other engagement channels with key stakeholders.
- Help to maximize transparency with key stakeholders.
- Demonstrate and promote high ethical standards.

### Developmental Goals

- The successful candidate will be expected to take on progressively more responsibility over time:
  - Manage and oversee individual projects and/or regular operations.
  - Develop and oversee annual operating budgets.
  - Identify and secure capital for new investments.
  - Manage various HR, IT, and other administrative tasks.
  - Prepare financial analysis and modeling.
  - Develop and maintain relationships with key stakeholders and strategic partners.

Submit your cover letter and resume by September 30, 2024 to

**[resumes@ziibicorp.com](mailto:resumes@ziibicorp.com)**

Subject Line: “Ziibi Investments – Executive Assistant”



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### Candidates Should Demonstrate the Following Attributes:

- Keen to learn.
- Able to take direction.
- Positive attitude with the ability to pivot quickly when necessary.
- Innovative and collaborative approach toward problem solving.
- Strong interpersonal and communication skills.
- Effective time management skills with the ability to manage competing priorities and tight deadlines.
- Calm under pressure.

### The following experience will be considered an asset:

- Experience or training in a business environment.
- Experience in leadership positions.
- Exposure to:
  - Commercial legal concepts and principles.
  - Governance and organizational best practices and principles.
  - Financial and accounting principles and best practices.
  - Developing and adhering to annual budgets.
  - Electronic and hard copy filing systems.
  - Community Economic Development frameworks and principles.
  - Working in a small team environment.

### Requirements for Applicants to be Considered:

- Post-Secondary business degree and/or diploma preferred.
- Applicants must be willing to provide a criminal record check, credit check and references, on request.
- Applicants must pass a drug and alcohol test, on request.

**The position is open to all applicants who meet the above criteria.**

**Preference will be given to RRFN members. Please indicate if you are a member on your covering letter.**

**The successful applicant will be subject to RRFN hiring and employment policies.**

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