



CAREER OPPORTUNITY

Executive Assistant/Communications Manager

THE POSITION

Reports to the CEO to provide confidential Executive level support services to the CEO and the HaiCo Board of Directors and others as assigned and fulfill Communication needs for HaiCo and its subsidiaries. The Executive Assistant/Communications Manager will ensure that all arrangements, recordkeeping and policies and procedures are maintained and reflect the decisions of the CEO, the Board and its Committees. The Executive Assistant will oversee Certifications and provide services to support the CEO, and the Board and its Committees and perform other related duties as assigned. This position is located in Haida Gwaii.

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES

- Excellent writing and organizational skills
- Excellent organizational, coordination and time management skills
- Strong computer skills, experience in Office and Sharepoint
- Significant successful experience working as part of a team
- Strong communication and problem-solving skills
- Knowledge of Haida Gwaii and Haida culture;
- A proactive self-starter
-

Preference in hiring will be given to qualified applicants of Haida ancestry.

HOW TO APPLY

Please submit your cover letter and résumé to hr@haico.ca

Deadline for applications is May 6, 2019.