

## COMPETITION NOTICE

The Native Benefits Plan is an Aboriginal organization that aims to be the reference in pension fund management and expert in social benefits for First Nations in Quebec. Since its creation in 1979, the RBA has been committed to improving the financial autonomy of First Nations members.

**POSITION:** ASSISTANT TO THE EXECUTIVE DIRECTOR  
**JOB LOCATION:** Wendake  
**DURATION:** Permanent, full-time position

### JOB DESCRIPTION:

The job holder, under the executive directors' supervision, executes various administrative duties to help the top management and the different committees with the performance of their duties. They oversee the logistics of meetings and of trips for members of the various committees. They work to establish and maintain an organizational culture angled towards cooperation and satisfaction of the clientele's needs. Under any circumstances, they act with respect and diplomacy.

### MAIN DUTIES:

- Assist top management in the follow-up of mandates and decisions;
- Ensure the monitoring of all given files and the follow-up of people concerned;
- Write presentations, correspondences and reports, and manage the preparation, creation, showing, and if needed, also the translation of said documents;
- Oversee the grammar quality and layout of texts, letters and Power Point presentations;
- Collect data and information to provide any needed specifics or an overview of a certain file. Compile et prepare data, statistics, etc.;

- Act as a secretary of different committees, prepare the minutes, the lists of action items and the trend charts for the committees;
- Ensure the logistics of meetings and trips for both management members and committee members;
- Take part of every Retirement Committee and Bord of Directors meeting to ensure the necessary follow-ups as well as the logistics support, if needed;
- Establish and update an optimal classification system for management files in the Office 365 archiving system;
- Act as technical support for members of the organization;
- Execute all other related tasks.

#### **PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:**

- Have a diploma of college studies (DCS) in office automation and five (5) years of experience as an executive secretary;
- Have good spelling and grammar knowledge as well as administrative writing techniques, both in French and English;
- Fluently bilingual;
- Knowledge in pension plans;
- Prior knowledge of word processing and of the various Office 365 programs;
- Knowledge of various classification and archiving systems;
- Knowledge of the native environment.

#### **PERSONAL QUALITIES:**

- Excellent redaction and summary skills;
- Organization;
- Thoroughness;
- Confidentiality, tactfulness, judgment;
- Contribute to teamwork;
- Ability to prioritize and work under pressure.

## OTHER ASPECTS OF REMUNERATION:

- Participation in a defined benefit pension plan.
- Competitive group insurance plan.
- The gross annual salary for this position is between \$60 493 and \$83 261 and varies according to the candidate's experience, qualifications, and skills.
- Advantageous work schedule.
- Three weeks of vacation time, plus two paid weeks off during the holiday season.

## HIRING PRIORITY:

The RBA's objective is to fill positions with the best available candidates, favoring the hiring a First Nations member whenever possible.

## CLOSING DATE:

Interested persons must submit their resume and cover letter before **April 30, 2024**, at 4 pm, by email to [carriere@rbagroupefinancier.com](mailto:carriere@rbagroupefinancier.com) or to the following address: 2936, rue de la Faune, bureau 202, Wendake, Quebec G0A 4V0.

## STARTING DATE: MAY 2024

Please note that only those selected to continue the process will be contacted.