



MUSQUEAM CAPITAL CORP

Job Title: Administrative Assistant, Business Development Team
Job Type: Full-Time, 5 days/week
Reports To: Director, Business Development
Prepared Date: March 2022

SUMMARY

Musqueam Capital Corporation (MCC) was created in 2012 to replace the Musqueam Economic Development Department and is the economic development arm of the Musqueam Indian Band (MIB). MCC is responsible for the development of Musqueam's lands, acts as an asset manager for Musqueam's existing real estate holdings, and creates economic opportunity through business partnerships.

MCC is seeking to hire an experienced Administrative Assistant to join its growing Business Development team.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but not limited to:

- Respond professionally to verbal and written communication
- Produce timely, accurate and well formatted documents using various Office 365 tools
- Coordinating and arranging client events, meetings, appointments, and conferences
- Assisting with the preparation of presentations and pitches for prospective clients
- Writing and distributing agendas and briefing documents for internal and external meetings
- Creating and maintaining client databases, mail lists and other project lists
- Tracking submitted proposals and providing feedback to management
- Providing effective administrative support to Director of Business Development
- Understand and adhere to MCC's Business Philosophy
- Respect, acknowledge and apply Musqueam Longhouse laws in everything that we do
- Prioritize socioeconomic obligations for Musqueam community

BACKGROUND AND ESSENTIAL SKILLS:

- Excellent written and verbal communication skills including strong time management skills
- The ability to take initiative and meet deadlines; strong attention to detail
- Exceptional interpersonal skills
- Cultural awareness is an asset
- Work in an office environment and remotely when needed
- Strong Office 365 skills, including Outlook, Excel, Word, PowerPoint, Google Drive, Dropbox, etc.
- An ability to multi-task within an ever-changing environment

EDUCATION and/or EXPERIENCE

At a minimum, a high school diploma. 2+ years of related administration/marketing/sales/proposals, or some combination of relevant education and experience.



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OTHER SKILLS AND ABILITIES

- Ability to prioritize and handle multiple tasks/projects simultaneously
- Must carry a valid driver's license
- Must be fully vaccinated

HOURS OF WORK

35-hour work week, Monday-Friday

COMPENSATION PACKAGE

Industry standard compensation package with great company benefits plan and company RRSP matching program. Rates to be discussed during hiring process.

APPLICATION PROCESS

Candidates meeting the criteria above are encouraged to submit their resume with a formal cover letter to jloconte@musqueamcapital.ca. While we thank all candidates for their interest, only select individuals will be contacted for follow-up.