



Administrative Assistant, Business Development

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 currently in search for an Administrative Assistant to join their growing Business Development team. The Administrative Assistant will provide high-level administrative support to the Business Development Director and their team. This role involves managing schedules, organizing meetings, preparing reports, and assistant with various projects related to Business Development. The ideal candidate will have exceptional organizational skills, an understanding of Musqueam priorities, and experience supporting senior management in a fast-paced, dynamic environment.

Core Responsibilities:

- Provide calendar and schedule management for the Director of Business Development
- Coordinate logistics for meetings, appointments, and travel.
- Prepare and organize materials for meetings, including agendas, reports, and presentations.
- Maintain an efficient filing system and ensure the secure handling of sensitive documents.
- Prepare and edit correspondence, memos, and reports.
- Answer phone calls, emails, and other communications, ensuring timely responses.
- Assist in drafting and reviewing official documents, proposals, and presentations related to business development initiatives.
- Organize and manage events, workshops, or community engagement activities related to business development
- Handle confidential information with discretion and ensure compliance with all relevant policies and procedures
- Support all team members as needed

Qualifications & Requirements:

- Diploma or degree in business administration or related discipline
- A minimum of 5 years of related work experience with Musqueam or indigenous organization is an asset.
- Excellent analytical skills with attention to detail and accuracy; with a capacity to work in a fast-paced environment.
- Effective communication and interpersonal skills to work collaboratively with all departments.
- Ability to manage multiple projects simultaneously and meet deadlines.



Must haves

- Ability to work with a large amount of detail without losing sight of the big picture.
- Communicate with honesty and kindness and create the space for others to do the same.
- Lead with courage, knowing the possibility of greatness is bigger than the fear of failure.
- Foster connection by putting people first and building trusting relationships.

Compensation & Benefits Package

This position comes with a competitive base salary, dependent on experience, skills, qualifications and internal equity. This includes a great company benefits plan as well as a company matching pension plan.

Working Conditions

- This position is based out of the MCC office in Vancouver
- Successful Criminal Record Check
- Candidate must be fully vaccinated

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

Thank you for your interest in a career with Musqueam Capital Corporation!