



*** Employment Opportunity ***

Executive Assistant (full-time, permanent)

The Executive Assistant contributes to the overall success of SXDC by effectively carrying out administrative and support functions. This role focuses on providing internal/external customers with effective, professional, and timely assistance and solutions.

We are looking to hire and train a committed community member who has a long-term interest in developing a career in finance and administration.

We are encouraging any community member who is seriously interested in this opportunity to apply. SXDC will provide on the job training and other educational support to a candidate who is successful and productive.

This position requires the following:

- Strong effective communication and public relations skills
- Good understanding and/or interest in accounting and financial management
- Good understanding and/or interest in business administration
- Good reading comprehension, writing and computer skills
- Strong commitment to serve SXDC shareholders, its economic development objectives and goals
- Duties related to board work

Duties will include:

- SXDC Office administration and reception
- Assisting the SXDC General Manager
- SXDC bookkeeping and payroll (training provided)
- Other financial administration

Salary: \$15-17 based on education, experience and proven abilities.

Interested applicants please pick up a **package** from either the treaty office or directly from Clayton Harry or email ch1377@mail.ocis.net, must include a cover letter explaining why they would be best for this position, and details regarding salary expectations, resume', 3 references not family members, and a completed application by the closing date of January 31, 2012 at 4:30 P.M., to the attention of:

Clayton Harry, General Manager,

Stswecem'c Xgat'tem Development Corporation (SXDC)

Please contact Clayton Harry at (250) 440-5649 or at the above email if you have any questions.

Box 55•Dog Creek•BC•V0L-1J0