

Executive Assistant - Edmonton & Surrounding Area

Shape the Future of Safety with First Nations Inspection Authority (FNIA).

First Nations Inspection Authority (FNIA) provides a range of technical services in safety and compliance and advocates for meaningful policy change in support of improved quality and safety of on-reserve homes, housing, and industrial and utilities buildings and developments across Canada.

FNIA is seeking a dedicated and experienced Executive Assistant to join our team in the Edmonton area, AB.

Position Details:

- Posting Date: August 28, 2026
- Closing Date: Until position is filled
- Job Type: Full-time
- Work Environment: In-office, with potential for hybrid
- Location: Edmonton, AB and surrounding area, and Indigenous communities (travel may be required across Canada)
- Compensation: Competitive Industry Range \$25.00–\$35.00 per hour (CAD)
- Benefits: Paid Vacation Leave and Extended Benefits

Position Summary: The Executive Assistant provides key strategic support to FNIA leadership, driving seamless operations within a fast-paced safety codes environment. Serving as the central hub for Executives, field Safety Codes Officers (inspectors), clients, and regulators, this role empowers leadership by delivering comprehensive administrative support, optimizing daily workflows, maintaining regulatory document control, and managing stakeholder communications. Working with minimal supervision, the Executive Assistant exercises strong independent initiative to proactively solve logistical problems and drive administrative projects to completion.

Key Responsibilities:

Executive & Administrative Support

- Support leadership with calendar and time management.
- Facilitate meetings, prepare agendas, attend leadership meetings, take minutes, and track action items.
- Arrange travel logistics and accommodations.

Records, Reporting & Financial Administration

- Manage document control by maintaining accurate records, handling, filing, and retrieving highly confidential documents.
- Compile data and generate reports for executive review.
- Manage invoicing and billing for inspection services.

Field Operations & Coordination

- Coordinate field inspectors' schedules.
- Ensure field inspectors have the necessary equipment, documentation, and support.
- Support occupational health & safety initiatives.

Stakeholder & Client Relations

- Provide exceptional customer service and support to all partners and clients.
- Act as the primary office liaison to resolve inquiries, answer general process questions, and escalate issues to the appropriate Safety Codes Officers or leadership.
- Build relationships with stakeholders, First Nations communities and leadership, and local jurisdictions.

Education & Experience

- Post-secondary education in Business/Office Management and/or 4–5+ years supporting senior leadership.
- Previous experience working within a municipal, regulatory, or construction environment (highly preferred).
- Valid driver's license and a willingness to travel.

Skills & Abilities

- Advanced software proficiency, including the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams) for complex scheduling, data tracking, and presentations.
- Exceptional organizational skills and a keen eye for detail, with the ability to manage competing demands and anticipate executive needs.
- Demonstrated ability to work independently, proactively solve logistical problems, and drive administrative projects to completion with minimal supervision.
- Professional, clear, and highly accurate written and verbal communication skills.
- Proven ability to handle highly sensitive legal, personnel, and compliance documents with strict discretion, confidentiality, and tact.
- Strong interpersonal skills to navigate complex interactions with municipal officials, contractors, and internal staff using diplomacy and sound judgment.
- High adaptability to prioritize urgent operational issues over routine inquiries and quickly shift between daily priorities.
- Customer-centric mindset, a collaborative team-player approach, and strong cultural awareness.

Please submit your Resume and Cover Letter to nathan@fnia.ca with the subject line "Executive Assistant Application - [Your Name]".

For more information about our organization, visit www.fnia.ca