



GUN LAKE INVESTMENTS

Gun Lake Investments (“GLI”) is an Economic Development Corporation, wholly-owned by the Gun Lake Tribe. This forward-thinking entity invests in non-gaming opportunities that enhances the Tribal economy, as well as that of the broader community, to enhance financial diversification for the Tribe. There is a focus on non-financial priorities, such as job creation and serving as a strong community partner, through developing a portfolio of passive investments.

This position will provide an opportunity to play a vital role in the success of a fast-growing organization. Since the beginning of 2017, the company has grown from one employee to 500 across our diversified portfolio of investments. Institutionally, we have built significant relationships throughout the community to help support and compliment the growth of this region. Our culture ensures that our team members are aligned so that we can all share in our collective success and failures.

This position will conduct a wide range of support services, including organizational and administrative functions, project management, schedule management, communications, and special projects. The Executive Assistant manages processes and functions on behalf executive leadership, and in some cases, exercises delegated/limited supervisory authorities. This position may act as a delegate, ambassador, and/or designee when assigned. On occasion, they will lead major assignments. It is imperative that the candidate is extremely pro-active, can easily adjust to shifting priorities, and can anticipate operational needs.

This position will be an integral component of GLI’s growth and strategic development. It will be necessary to immediately contribute to the organization; thus, candidates should have direct experience with the core functions of this position. It is also imperative that they can build trust with the GLI team and its partners. The ideal candidate must have a history of personal growth within a demanding organization. There will be a heavy emphasis on candidates currently providing executive support within a large, growing business environment, and a proven ability to build relationships with community leaders where confidentiality is mandatory.

Submittals

Qualified candidates should submit a cover letter, which should include minimum compensation expectations, and resume to afalcon@gunlakeinvestments.com. Thank you in advance for your interest!

Gun Lake Investments hires pursuant to the Gun Lake Tribe’s Labor and Employment Rights Ordinance, which includes Native American preference.

Tasks & Responsibilities:

- + Performs complex and confidential administrative support functions, including:
 - o Draft professional written correspondence, memorandums, and emails
 - o Communicate with internal teammates, partners, and other external relationships
 - o Represent executives at internal and external meetings
 - o Own the calendar: anticipate and efficiently plan meetings, coordinate schedules, and make travel arrangements for executives
 - o Conduct research and compile information
 - o Ensure expense reports are submitted timely
- + Prepare ad hoc reports and official communiqué
- + Anticipate opportunities and challenges; maximize efficiency for executives' activities
- + Serve as primary point of contact on all executive matters; provide independent follow up on various tasks and matters
- + Clearly communicate with executives on needs, obligations, and sensitive matters
- + Conduct major ad-hoc operational assignments of various matters
- + Provide office management support

Essential Qualifications:

- + Bachelor of Business Administration
- + Three plus years of successful experience supporting executive leadership within a large growth organization, preferably with multiple business lines or subsidiaries
- + Preferred experience working for, or with, a Tribal-owned organization
- + 7+ years of career progression working within an executive support or client-facing role
- + Excellent verbal and written communication
- + Proficient with Microsoft Word and Excel (must pass proficiency test at 80% or better)
- + Previous experience with Tasks & Responsibilities

Working Conditions and Physical Requirements:

- + Must be able and willing to work within multiple offices and environments.
- + Requires bending, standing, walking and repetitive use of hands/arms the entire workday.
- + Must be able to lift 10 pounds frequently and up to 50 pounds occasionally.
- + Position requires the ability to handle exposure to food and cleaning chemicals.
- + Must be able to work a minimum of 45 to 60 hours a week. Occasionally, work hours may exceed 60 hours, fall outside a typical workday, including weekends. Travel may be required.
- + Must have reliable transportation and the ability to be on call 24 hours a day.
- + Must manage multiple projects at one time and handle frequent interruptions.