



JOB POSTING – Personal Assistant (Executive Access)

Position Title: Personal Assistant – Executive Access

Job Number: AIM-JP-2026-006

Location: Winnipeg, Manitoba

Employment Type: Full-Time | On-Site

Reports To: Senior Leadership – AIM

Posting Date: January 6, 2026

Closing Date: Until Filled

About AIM

Accurate Indigenous Management & Advisors (AIM) is a 100% Indigenous-owned consulting firm supporting First Nations communities and Indigenous-led organizations through financial administration, governance support, project management, and community-centered initiatives.

This role provides direct executive-level support across multiple business entities and limited personal coordination contexts, including AIM, Shelly's Indigenous Bistro, and other current or future business ventures led by Catherine Li. Due to the nature of this position, an exceptional level of trust, reliability, discretion, and flexibility is required.

Position Summary

The Personal Assistant – Executive Access role supports senior leadership with a combination of business, operational, logistical, and limited personal coordination responsibilities. This position requires absolute reliability, sound judgment, confidentiality, and the ability to manage shifting priorities across professional and personal domains.

This role is not suitable for individuals seeking:

- Remote work
- Casual or temporary hours
- A strictly fixed schedule
- A role limited to administrative tasks only

Key Responsibilities

Executive & Administrative Support

- Manage complex calendars, schedules, appointments, and task prioritization
- Monitor and manage confidential email and written correspondence
- Prepare meeting notes, summaries, follow-ups, and action lists
- Maintain organized digital and physical records across multiple entities

Business & Multi-Entity Coordination

- Provide support across **AIM, Shelly's Indigenous Bistro**, and other affiliated business initiatives



- Coordinate workflows, tasks, and communications across teams and partners
- Track deadlines, deliverables, and commitments across projects

Logistics, Errands & Operational Support

- Complete time-sensitive errands and logistical tasks as assigned
- Coordinate document delivery, returns, supplies, and equipment
- Assist with **vehicle-related logistics**, including drop-offs, pickups, and coordination related to business-use vehicles
- Support travel logistics, bookings, accommodations, and itineraries

Personal & Household Coordination

- Provide limited personal and household logistical support as assigned by senior leadership
- Complete time-sensitive personal errands and coordination tasks when required, strictly as directed
- Assist with schedule-related logistics connected to family, household, or caregiving arrangements (coordination only)
- Coordinate with caregivers, service providers, or third parties regarding timing, access, or logistics only
- Support transportation or pickup/drop-off logistics when instructed
- Maintain professional boundaries, discretion, and confidentiality at all times
- This role does not include caregiving, supervision, or childcare responsibilities

Confidential & Sensitive Information Handling

- Handle highly confidential business, financial, personal, household, and community information
- Maintain strict adherence to confidentiality, privacy, and security protocols
- Exercise professional judgment in all communications and interactions

Work Conditions

- Full-time, on-site position
- Highly flexible schedule required
- Hours may vary due to meetings, travel, or operational needs
- Combination of office work, off-site coordination, errands, and travel
- Regular travel required, including:
 - Within Winnipeg and throughout Manitoba
 - Occasional travel across Canada for conferences, training, or community initiatives

Qualifications & Skills

Required

- Demonstrated reliability, punctuality, and professional communication
- Exceptional organizational and time-management skills
- Ability to manage shifting priorities with minimal supervision



- High degree of discretion, judgment, and integrity
- Strong written and verbal communication skills
- Proficiency with Microsoft Office, Google Workspace, and scheduling tools
- Valid driver's licence and ability to drive for work-related purposes
- Valid passport or ability to obtain one

Assets

- Experience supporting executives, entrepreneurs, or multi-entity operations
- Experience working with Indigenous organizations or communities
- Indigenous cultural competency or lived experience

Mandatory Conditions of Employment

Due to the nature of this role, the following are mandatory and non-negotiable:

- Satisfactory Criminal Record Check
- Child Abuse Registry Check
- Ability to work around children (*non-caregiving, logistics-only context*)
- Valid driver's licence and access to a reliable vehicle suitable for work-related travel
- Valid passport and ability to travel internationally when required
- Ability to safely lift and carry items weighing up to approximately 40 lbs, with or without reasonable accommodation
- Signing of AIM's Confidentiality & Non-Disclosure Agreement (Executive Access)
- Strict compliance with privacy, technology-use, and confidentiality policies

A criminal record does not automatically disqualify a candidate. Results will be assessed in relation to job duties and applicable human rights and privacy legislation.

Compensation & Benefits

- **Compensation:** Based on experience and qualifications
- **Benefits:** Group benefits eligibility after three (3) months
 - Employer pays 50% / Employee pays 50%

How to Apply

Please submit:

- Resume
- Cover letter explaining your suitability for a **high-trust, mixed-scope executive support role**

Email: trisha@yensbooks.com

Subject Line: *Personal Assistant – Executive Access | AIM-JP-2026-006*

Employment Equity Statement

AIM is an Indigenous-owned organization committed to equity, diversity, and inclusion. Preference may be given to qualified Indigenous applicants.