

Vuntut Gwitchin Government

A. **Identification:** Administrative Assistant

Department: Government Services

Supervisor: Director

Date: Aug 2010

Status: Full-time

Level: 3

B. **Job Summary:**

Reporting to the Director this position provides administrative and office support to all positions in the Government Services Department.

C. **Main Duties:**

Assists with delivery of Government Services programs, projects and services by:

- Entering information into databases
- Researching information and locating materials
- Sharing information of interest to partners, citizens and business associates
- Arranging logistics and activities as required, informing supervisor or project coordinator of problems, resolving problems, and monitoring for completeness

Provides departmental office services by:

- Responding to telephone and electronic inquiries or directing inquiries to appropriate person.
- Greeting clients, ascertaining nature of business and directing them to appropriate person
- Keeping informed of co-workers' appointments, travel and meeting schedules, and informing others as needed
- Preparing, obtaining approval and submitting to Finance Department cheque requisitions, purchase orders, travel claims, short term hire forms, honorarium forms and other documentation
- Preparing Repair and Maintenance Work orders for approval per guidelines
- Creating and maintaining manual and computerized information filing systems for minutes, correspondence, reports, forms, policies and other documentation
- Ensuring confidentiality and safety of files
- Analyzing office administrative procedures continually and informing supervisor where changes would improve efficiencies.

Prepares and distributes electronic and paper-based correspondence, reports, statements, brochures, publications, presentations and other documents by:

- Drafting, word-processing using MS Word, editing, proofreading and finalizing
- Compiling data, statistics and other information, and inputting on Excel if needed
- Consulting with requestor on layout and intent of document
- Ensuring documents are posted on websites, and compiling packages, mailing, printing, faxing, and copying

Organizes and participates in meetings and events by:

- Booking space and ensuring tables/chairs are arranged appropriately
- Preparing and distributing agenda and related documents
- Communicating with participants and speakers
- Determining expenditures and following an approved budget
- Advertising events, dinners, meetings and workshop
- Ensuring materials and equipment are ordered and set up
- Ordering refreshments and meals and ensuring they are delivered
- Arranging for translators if required.
- Recording minutes/notes, word processing, and distributing minutes/notes

Makes travel arrangements by:

- Booking airplane tickets and rental cars, and making accommodation reservations
- Preparing travel claims, determining travel expenses, and ensuring advances are obtained
- Developing a travel itinerary with appropriate information such as names and phone numbers of hotels, meals paid for, names and phone numbers of car rental agencies, departure and arrival times of air travel

D. Job Knowledge and Skills:**Education**

- Certificate or diploma in office administration or secretarial program, or equivalent in experience and relevant course work.
- Knowledge of the organizational structure of the Vuntut Gwitchin Government
- Knowledge of effective office procedures
- Knowledge of basic accounting and accounting packages (ACCPAC)
- Knowledge of records management

Management Skills:

- Ability to be a team member and work with people from various disciplines and cultures
- Ability to problem solve
- Time management and organizational skills.
- Ability to assume responsibility, prioritize tasks and meet deadlines.
- Ability to follow a budget
- Ability to multi-task and take directions from multiple sources

Specific Skills:

- Ability to create documents using Word, Excel, and PowerPoint
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to create and maintain manual and computerized records management systems
- Ability to organize meetings and events
- Ability to organize meeting notes into effective minutes
- Ability to make travel arrangements

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light.
- Ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community residents, Vuntut Gwitchin citizens, outside agencies, partners and business associates.

E. Decision Making:

The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, providing efficient office services, planning meetings and events and providing quality customer service.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Efficient administrative support is important for delivery of quality services to clients, customers and co-workers.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Co-workers	Information exchange, arranging meetings, receiving tasks	Daily
Vuntut Gwitchin Citizens, business associates & general public	Information exchange; customer service	Daily

H. Positions Supervised: 0

I. Working Conditions:

This position is located in a normal office environment.

Spiritual:

Balancing traditional beliefs and practices with modern administrative methods.

Physical:

Approximately 70% of time using the computer

Travel approx: none

Remote living conditions in extreme temperature and light conditions

Mental:

Regular need to meet deadlines (meetings, reports, ad hoc deadlines)

Receiving direction from more than one source

Balancing demands of multiple customers and prioritizing those demands

Shifting priorities and tasks to respond to Vuntut Gwitchin Government and community needs

Striving for quality service while multi tasking

Emotional:

Dealing regularly with community residents and beneficiaries who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes in the community.

J: Conditions of Employment

Willingness to follow policies and procedures
Confidentiality required.

SIGNATURES

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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