

Vuntut Gwitchin Government

- A. **Identification:** Administrative Assistant
- Department:** Chief and Council/Executive Office
- Supervisor:** Executive Director
- Date:** October 2010
- Status:** Full-time
- Level:** 3
-

B. **Job Summary:**

Reporting to the Executive Director, this position carries out clerking duties, organizes meetings, makes travel arrangements, and provides departmental reception services.

C. **Main Duties:**

Carries out clerking functions by:

- Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims, short term hire and honorarium forms and other documentation as required
- Maintaining filing system and ensuring confidentiality and safety of files
- Word-processing memos, letters and notices, and posting and distributing notices
- Working with excel documents
- Following procedures for ordering office supplies, gifts and equipment
- Booking airplane tickets and rental cars, and making hotel reservations

Provides reception services for department by:

- Opening, reviewing and distributing incoming regular and electronic mail, and other material
- Determining which correspondence requires priority attention
- Preparing outgoing mail and faxing as required
- Listing and tracking all incoming and outgoing mail and faxes
- Responding to telephone and electronic inquiries or directing inquiries to appropriate person
- Greeting visitors, ascertaining nature of business and directing visitors to appropriate person
- Acting as relief receptionist at main switchboard
- Keeping informed of appointments, travel and meeting schedules, and informing others as needed
- Booking users for VGG boardroom
- Filling in for main receptionist as needed for breaks

Organizes meetings, activities and events by:

- Booking space and ensuring tables/chairs are arranged appropriately
- Word processing and distributing agenda and related documents
- Communicating with participants
- Following an approved budget

- Advertising activity/event
- Ordering and arranging materials and equipment and ensuring set up
- Ordering preparation, delivery and cleanup of refreshments and meals
- Arranging for translation and interpretation
- Recording minutes/notes, word processing, and distributing minutes/notes

D. Job Knowledge and Skills:

Education

- Minimum Grade 10 or equivalency, or equivalent in work experience and relevant course work
- Knowledge of the organizational structure of Vuntut Gwitchin Government
- Knowledge of effective office procedures
- Knowledge of basic bookkeeping
- Knowledge of records management

Management Skills:

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

Specific Skills:

- Ability to create documents using Word
- Ability to create and maintain information in Excel
- Ability to use computer functions such as Windows, email, and web browsers
- Ability to maintain manual and computerized records management systems

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 verbally and in writing with co-workers, community members, and Vuntut Gwitchin citizens.

E. Decision Making:

Decision-making is required for setting daily work priorities, organizing files, dealing with meeting and event arrangements and providing efficient office services.

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 completion of tasks is essential for the delivery of services.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Information exchange; discussing tasks and priorities, and receiving direction.	Daily
Old Crow community members/VG citizens	Customer service	Daily
Co-workers	Receiving tasks; Information exchange	As needed

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
Remote living conditions in extreme temperature and light conditions

Mental:
Regular need to meet deadlines
Striving for quality service while multi tasking

Emotional:
Dealing regularly with community members and citizens 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 as detailed in personnel and administrative manuals
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>
---	---