



IDENTIFICATION

Department		Position Title	
Finance		Administrative Assistant to the Executive Director	
Position Number(s)		Community	Division/Region(s)
15-0374		Yellowknife	Financial and Employee Shared Services

PURPOSE OF THE POSITION

This position provides administrative support for the Executive Director and the Financial and Employee Shared Services Division by completing office administrative functions in a timely, efficient, and professional manner which is in keeping with established government policies and procedures to ensure that clients of the Department of Finance receive prompt and accurate information and service.

SCOPE

Reporting to the Executive Director, this position is located in Yellowknife and also provides administrative support for the Assistant Directors as well as providing support for and guiding the Divisional Administrative Assistant. The incumbent is responsible for coordinating meetings for the Executive Director, maintaining bring-forward items to ensure they are dealt with in a timely manner, providing minute taking, formatting briefing notes and other standard documents, and coordinating the management of the division records with the Assistant Directors.

GNWT Financial and Employee Shared Services is responsible for providing a range of financial transactional services for all Departments of the GNWT, the NWTHC, Boards, Agencies and Authorities and includes operational offices in Yellowknife, Fort Smith, Hay River, Fort Simpson, Norman Wells and Inuvik. Under the shared services model, these responsibilities must be fulfilled for each respective client with often competing priorities, timelines and workload demands. This position is one of two Administrative Assistant positions in the Division.

RESPONSIBILITIES

1. Provides administrative support to the Executive Director and Assistant Directors of the Division, ensuring all management requirements are achieved within set deadlines and in adherence to federal and territorial policies and procedures.

- Formats, prints and distributes briefing notes, responses to ministerial questions, letters, reports, surveys, questionnaires, publications, and presentations as required by the Executive Director.
- Maintains minutes for all management meetings and divisional working groups.
- Coordinates documents requiring Executive Director approval and signature to ensure timelines are met.
- Maintains bring-forward system for the unit ensuring all items are followed up.
- Coordinates arrangements for appointments, meetings and conferences

2. Provides assistance and support to division managers and the department representative in regard to Records Management, ensuring compliance with appropriate retention policies.

- Ensures records management policies are followed and is the Division's support for records management.
- Ensures all record retention policies are being followed and records are being disposed in the proper manner.
- Coordinates and assists the Accounting Clerks with the maintenance of the Division's files
- Facilitates and expedites the flow of work through the Division as required.

3. Provides other administrative support to the Division.

- Provides support and guidance to the Divisional Administrative Assistant
- Cross-trained in critical operational activities performed by other positions to ensure minimal disruption to services.
- Monitors all office supplies for the division in cooperation with the Department's Senior Administrative Coordinator, ensuring economies of scale are achieved wherever possible.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven knowledge of office and administrative procedures.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Proficiency with MS Operating Systems, MS Office, Internet, Email and ERP applications.
- Knowledge of applicable records management policies procedures including records disposition, standards, and classification systems.
- Ability to work without direct supervision and to exercise initiative and judgement at an appropriate level.
- Proven organization skills and ability to provide a high level of service to both the employer and clients.
- Ability to use tact and diplomacy.

Typically, the above qualifications would be attained by:

Grade 12 and applicable Administration Diploma and five (5) years of administrative experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- X Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- ☐ French required
- ☐ French preferred
- X French not required