



## IDENTIFICATION

Department	Position Title	
Finance	Administrative Assistant	
Position Number	Community	Division/Region
15-2355	Hay River	Liquor & Cannabis Commission/HQ

## PURPOSE OF THE POSITION

This position provides administrative support to the Director of the Liquor and Cannabis Commission by completing office administrative functions in a timely, efficient and professional manner which are in keeping with established government policies and procedures to ensure that clients of the Liquor and Cannabis Commission receive prompt and accurate information and service.

## SCOPE

Reporting to the Director, Liquor and Cannabis Commission, this position is located in Hay River. This position provides a full range of confidential secretarial and administrative services to the Liquor and Cannabis Commission, an agency of the GNWT with annual revenues of \$52 Million. The incumbent will provide administrative support for all NTLCC staff by: preparing and proof reading reports, outgoing correspondence, contract, tender and legal documentation, maintains the Liquor and Cannabis Commission central filing registry and records management systems, forms management, controllable asset management inventory systems, maintains office equipment, coordination the documentation of all Occupational Health and Safety issues in the office and issuing Import Permits. Duties are performed in accordance with the GNWT Acts, Regulations, Policies and Procedures of the Liquor and Cannabis Commission and the GNWT. This position is directly responsible for providing a positive first impression of the Liquor and Cannabis Commission and providing professional client service.

## RESPONSIBILITIES

- 1. Provides administrative support to the Director, Liquor and Cannabis Commission to ensure the department meets goals and objectives within expected timeframes by:**
  - Maintaining a BF system to ensure all items are followed up on.



- Formatting, printing and distributing briefing notes, responses to ministerial questions, letter, reports, surveys, questionnaires and publications.
- Coordinating arrangements for appointments, meetings and conferences, including arranging meeting rooms, required AV equipment and materials.
- Maintaining filing system for Director.
- Assisting with month end and year end reporting requirements such as downloading reports necessary for the audit, maintaining a database of reports and associated information on a monthly, quarterly and annual basis.
- Assisting in the maintenance of Divisional databases and providing reports as required.

**2. Provides general administrative support to the department to ensure effective client service by:**

- Providing receptionist duties and working with other staff to ensure front desk coverage is in place at all times.
- Answering division telephones, taking messages and directing calls.
- Greeting visitors and responding to requests for information.
- Maintaining boardroom bookings.
- Arrange for courier and registered mail services.
- Acts a secretary for Liquor and Cannabis Commission meetings by taking and preparing minutes, typing and preparing meeting agendas.
- Proof reads and edits outgoing correspondence, reports, contacts, tender requests, request for proposals and legal documents.
- Receives and records incoming revenues, prepares bank deposits and takes to branch for deposit as and when required.
- Maintaining a bring-forward system for the section and ensuring that follow up is done for all items.
- Makes travel plans for the division including obtaining proper approvals, booking travel, booking accommodation and related financial transactions.
- Prepares general office expense invoices for coding and payment.
- Distributes staff Visa statements ensuring all are approved and returned in a timely manner for payment.
- Prepares and updates templates for annual reports and other required documents.
- Cross train duties of the Accounting Clerk for business continuity.

**3. Responsible for maintaining the Liquor Commission central filing registry and records management systems:**

- Filing divisional documents and maintaining files in a tidy and up to date state.
- Maintains the incoming/outgoing central mail registry, to ensure information is documented and disseminated to the appropriate Liquor Commission personnel.



- Maintains central electronic filing system using DIIMS in accordance with the GNWT Administrative Records Classification Systems (ARCS) and the Operational Records Classification Schedule (ORCS) if applicable.
- Coordinating all amendments to the Divisional filing system with Divisional records staff who work in conjunction with Departmental records staff.
- Maintains records management system by recording, archiving, disposing of and retrieving records using the GNWT Records Management System.
- Assist in training new staff in the proper use of the filing and storage systems.

**4. Maintains the Liquor and Cannabis Commission's forms, office supplies and office equipment.**

- Responsible for programming the office telephone system, ensuring that all desk-top telephones are assigned accordingly and information is properly displayed.
- Assisting/training staff with the general use of the office telephone system, including creating passwords, messages, etc.
- Organizing, creating logs, and arranging scheduled maintenance for all office equipment i.e. photocopier, fax machine, paper shredder.
- Reviewing office and store forms on an ongoing basis to ensure accuracy and relevancy; making necessary changes, obtaining approval, and requisitioning for changes to suppliers.
- Supplying and making arrangements for shipping forms to the stores and warehouse upon request.
- Requisition and ensure adequate supplies for the office including replacement toners, drums, etc. along with general office supplies.

**5. Provides assistance to the Information System Coordinator by maintaining the controllable asset management inventory systems.**

- Data entering the purchase of furniture and equipment, etc. assigning inventory tags and updating the controllable asset management inventory system, as per the NTLCC Capital Asset Policy.
- Identifying assets for disposal, creating surplus forms, obtaining approvals and making arrangements for delivery of assets to the Department of Infrastructure warehouse.
- Maintains listings of both purchases and disposals of controllable assets and supporting documentation to be provided to the Manager, Finance & Administration for proper recording in the General Ledger of the NTLCC.

**6. Coordinating the documentation of all Occupational Health and Safety (OHS) issues in the office.**

- Maintains the First Aid station and ensures it is adequately filled with supplies and forms that need to be completed if staff use items and purchase replacement items as required if used or expired.



- Maintaining the OHS bulletin board, binders, and information items in relation to OCH in the NTLCC office as provided by the OHS committee.
- Maintains a log of all reported hazards and incidents for the NTLCC office and ensures items are followed up with the appropriate staff and supervisors.
- Maintains the Liquor and Cannabis Commission's forms, office supplies and office equipment.

## 7. Responsible for issuing Import Permits

- Receives applications from the public for obtaining liquor import permits
- Reviews the applications to ensure they are properly completed, all necessary information has been provided and to ensure eligibility under the NWT Liquor Act and Regulations.
- Prepares permits and obtains appropriate authorization and signatures.
- Ensures proper fees are collected prior to the issuance of the permit.
- Maintains a record of all permits issued.

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands

### **Environmental Conditions**

No unusual demands

### **Sensory Demands**

No unusual demands

### **Mental Demands**

No unusual demands

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and experience in standard office procedures and protocol.
- Proficiency in the use of computer software programs including spreadsheets, databases, presentations and word processing.
- Ability to maintain confidentiality.
- Strong communication skills in order to communicate with clients in a professional manner and gain their confidence and compliance with required procedures in order to minimize conflicts.
- Ability to work in a fast paced environment with constantly changing priorities.



- Organizational and time management skills as well as the ability to multitask.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Completion of a Diploma in Office Administration and at least 2 year of experience in an office environment.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

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

**French language** (check one if applicable)

French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B)  Intermediate (I)  Advanced (A)

READING COMPREHENSION:

Basic (B)  Intermediate (I)  Advanced (A)

WRITING SKILLS:

Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required  
 Preferred