



IDENTIFICATION

Department	Position Title	
Finance	Administrative Assistant	
Position Number	Community	Division/Region
15-10378	Yellowknife	Strategic Human Resources

PURPOSE OF THE POSITION

The Administrative Assistant performs confidential, skilled, administrative and secretarial support functions for the Director and staff of the Strategic Human Resources Division, contributing to the effective administrative operations of the Division.

SCOPE

Located in Yellowknife and reporting to the Director, Strategic Human Resources, the position provides administrative support to the Director, unit Managers and divisional staff. The Division provides support to all Government of the Northwest Territories (GNWT) departments, boards and agencies in the areas of Job Evaluation and Organizational Design; Employee Development and Workforce Planning; Diversity and Inclusion; and Business Performance metrics. The incumbent provides administrative support to the Division, and also works with other staff within the Human Resources Branch to ensure an administrative team approach is taken to completion of all tasks in a timely, efficient, and professional manner.

The Administrative Assistant works independently within established procedures for the position and is frequently called upon to exercise judgment with regard to knowing when to forward phone calls, what meetings take precedence, and what commitments to make on the Director's behalf. The Administrative Assistant is relied upon to ensure that all requests for meetings are appropriately addressed, and to ensure that background documentation is available when meetings are scheduled.

This position is the first contact for inquiries, and the Division depends on this position for coordination of collective responses to Directorate for administrative materials such as briefing notes, letters, briefing books, e-binders, etc.



In accordance with the Government of the Northwest Territories' Acts, regulations, policies and departmental procedures the position keeps track of all correspondence forwarded for processing and ensures that documents prepared comply with GNWT standards.

RESPONSIBILITIES

1. Responsible for providing administrative support to the Director and divisional staff, ensuring all functions are achieved within deadlines and in compliance with government policies and procedures.

- Composes acknowledgements, interim replies and responses to correspondence as required.
- Types correspondence, reports, statements, Cabinet and FMB submissions and papers using approved formats and ensures complete accuracy.
- Assists with the preparation and updating of manuals, presentation materials, and briefing books.
- Formats, prints and distributes letters, reports, surveys, questionnaires, publications and presentations as required.
- Proof-reads, corrects spelling, formatting errors and redrafts correspondence as required.
- Records and prepares minutes for the Managers as required, including staff meetings.
- Maintains BF systems for the Division, ensuring tasks are completed when required.
- Sorts, opens and logs incoming mail for the Division and makes special courier arrangements as required.
- Administers internal boardroom booking requests for divisional units.
- Coordinates requests and resolves problems related to unit telephones, computers, printers and other electronic equipment.
- Coordinates and monitors the purchase of office supplies.
- Greets visitors, answers the telephones, answers routine questions, takes messages, and redirects visitors and calls as required.
- Liaises and collaborates with Deputy Secretary's Executive Secretary and the Deputy Minister's Senior Administrative Coordinator to resolve issues and facilitate internal and external departmental support.
- Collaborates with administrative roles in the HR Branch and Department to ensure functional coverage as required.

2. Responsible for providing unit-specific administrative support and client-service functions, such as:

- Maintains job evaluation request log.
- Performs job description formatting corrections for client departments as needed and provides guidance for future submissions.



- Prepares evaluation appeal documents for signature and distribution.
 - Updates departmental organizational charts monthly.
 - Coordinates arrangements for various Job Evaluation meetings, Job Evaluation Appeal Hearings, and evaluation training conferences.
 - Performs data-change entries in HRIS (PeopleSoft) Position Data as requested.
 - Coordinates evaluation training material, locations, and catering, as applicable.
- 3. Provides travel arrangement and financial support activities for the Division, ensuring timely outcomes.**
- Prepares invoices for coding and payment.
 - Performs credit card reconciliations.
 - Makes travel plans for the unit including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork and performs delegated travel authorization functions as requested.
- 4. Provides records management and maintenance, amending and updating the system(s) as required.**
- Maintains chrono letters and files for the Division according to standard procedures.
 - Maintains filing systems using ARCS, ORCS and DIIMS as applicable/available.
 - Ensures that documents are correctly filed according to the proper file management system and records management schedule, and that proper security is in place.
 - Creates new files, closes dated ones and prepares for disposition according to the correct schedule and process for the file.
 - Enters documents into computerized records management system and maintains on- line file lists.
 - Scans documents to HR SharePoint and uploads to relevant web page.

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 of standard office and administrative procedures;
- Ability to perform responsibilities without direct supervision;
- Ability to exercise appropriate initiative and judgment;
- Organization skills
- Client service skills;
- Ability to use tact and diplomacy;
- Ability to work in a team environment;
- Ability to communicate effectively both orally and in writing;
- Ability to work in a high volume environment with deadlines and shifting priorities;
- Ability to use MS Operating Systems, MS Office, Internet and Email applications;
- Knowledge of principles of records management, including confidentiality, importance of records disposition, standards, and records classification systems.
- 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:

A Certificate in Office Administration and 1 year of office administration experience.

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