



IDENTIFICATION

Department	Position Title	
Finance	Intern, Administrative Assistant	
Position Number	Community	Division/Region
15-17228	Yellowknife	Shared Corporate Service/Policy, Legislation and Communications

PURPOSE OF THE POSITION

The Intern Administrative Assistant assists in providing administrative support to the Directors of Shared Corporate Services and the Director of Policy, Legislation and Communications.

SCOPE

This position is located in Yellowknife. Reporting directly to the Director, Policy, Legislation and Communications, the Intern, Administrative Assistant assists in providing administrative support to Corporate Services and Policy, Legislation and Communications. The incumbent works within and receives support from an administrative team that includes the Department of Executive and Indigenous Affairs and the Department of Finance.

The knowledge, skills and responsibilities for the position will be learned through on the job assignments and be supported by the Director and senior administrative staff who provide support and learning opportunities

RESPONSIBILITIES

- 1. Assist in providing administrative support to the Corporate Services and Policy, Legislation and Communications within set timelines and in adherence with GNWT policies, formats and procedures road responsibility statement.**
 - Formats, prints (when required) and distributes briefing notes, departmental responses, reports, surveys, questionnaires, publications and presentations as required
 - Ensures that records are properly filed according to the GNWT Digital Information Management System



- Enters, archives and retrieves files within the GNWT Digital Information Management System
- Maintains chrono and circulation files for the division
- Maintains the bring forward system and follows up on outstanding items for the divisions
- Ensures that the divisions have appropriate supplies and that the space for supplies is properly maintained and organized
- Distributes mail and phone bills
- Make travel arrangements for the division, including appropriate approvals, financial transactions for travel and accommodations
- Coordinates requests for maintenance and repair of divisions' telephones, devices, computers, and printers

2. Assist in providing Reception Activities and coordinates the flow of information to and from the Divisions in adherence with GNWT policies, formats and procedures

- Answers phones calls and requests for information
- Coordinates arrangements for appointments, meetings and conferences
- Organizes, tracks and ensures the timeliness of documents and workflows
- Organizes and maintains boardroom bookings
- Opens, sorts and logs mail for the unit

3. Assist in providing support for financial services.

- Reviews monthly financial reports.
- Uses the corporate credit card to purchase general office supplies and items required for the office
- Reconciles corporate credit card statements.
- Books travel and makes arrangements for travel for directors
- Assists with the preparation of divisional variance reports.
- Prepares Information for Invoice coding and payments.

WORKING CONDITIONS

Physical Demands

Incumbent is required to sit for long periods of time which may cause fatigue. Occasionally the incumbent may need to carry office supplies including paper books, ink cartridges and packages weighing 2-3 kilograms.

Environmental Conditions



No unusual environmental conditions.

Sensory Demands

Incumbent is subject to constant disruptions from peers, subordinates, officers and managers who require immediate information and who may pressure the incumbent to change priorities.

Mental Demands

No unusual mental demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of standard office procedures and protocol
- Ability to use computer software for spreadsheets, databases, presentations and word processing.
- Ability to maintain confidentiality with respect to all aspects of the office and work.
- Ability to work within a team environment.
- Communications skills to communicate with co-workers, and the public in a professional manner.
- Ability to work in a fast-paced environment and shift the focus of tasks when required.
- Ability to commit to uphold and consistently practice an awareness of and respect for diversity, inclusion and cultural distinctiveness, safety and sensitivity in the workplace.

Typically, the above qualifications would be attained by:

Completion of a certificate in Office Administration.

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