



## IDENTIFICATION

Department	Position Title	
Finance	Administrative Assistant	
Position Number	Community	Division/Region
15-2532	Yellowknife	Policy, Legislation and Communications/ HQ

## PURPOSE OF THE POSITION

The Administrative Assistant provides administrative support to the Director, Policy, Legislation and Communication, within the Department of Finance, and has a functional reporting relationship to the Director, Corporate Services (Directors).

The position provides a full range of confidential and skilled administrative support to the Directors in a shared service environment supporting both the Department of Finance and the Department of Executive and Indigenous Affairs (Departments).

## SCOPE

Located in Yellowknife, the Administrative Assistant provides professional administrative support to the Directors who are responsible for overseeing Policy, Legislation, Communications, and Corporate Services functions for the Departments.

The incumbent ensures that administrative responsibilities are completed in a timely, efficient, and professional manner. The incumbent is also responsible for reception duties and other administrative tasks for the Divisions and Departments.

## RESPONSIBILITIES

### **1. Provides administrative support to the Policy, Legislation and Communication Division, and Corporate Services Divisions.**

- Types/formats, prints, and distributes briefing notes, responses to ministerial questions, letters, reports, surveys, questionnaires, publications, and other documents.
- Maintains extensive bring forward and tracking system of assigned work to the Divisions, and ensuring all items are followed up on.



- Ensures Divisional supplies are maintained and organized.
- Distributes mail for the unit.
- Makes travel plans for the unit including obtaining proper approvals, booking travel, booking accommodations and all related financial transactions and paperwork.
- Coordinates request and resolves problems related to sections telephones, computers, printers, electronic equipment, and office furniture.
- Identifies, recommends, and participates in the implementation of changes to streamline office procedures.
- Assists in maintaining manuals and records.
- Prepares divisional travel authorizations and expense reports for the Directors.
- Reconciles the Directors' corporate credit card monthly.
- Supports the Directors with all electronic and paper filing responsibilities.
- Maintain Divisional filing systems and records administration in accordance with the GNWT Administrative Records Classification System (ARCS) and the Operational Records Classification Schedule (ORCS).

## **2. Administration, reception, and meeting coordination activities**

- Screens telephone calls and visitors and responds to requests for information.
- Coordinates arrangements for appointments, meetings, and conferences.
- Sorts, opens, and logs mail for the unit.
- Provides courier and registered mail services.
- Assists with the procurement of goods for the Divisions and chooses the best option for value when procuring goods. This includes researching and recommending to the Directors the most appropriate agreements for the Divisions.

## **3. Financial Support activities**

- Prepares information for invoice payments.
- Prepares Information for Invoice coding and payment.
- Reviews and certifies invoices for payments. Ensures all expenditures are coded correctly.

### **WORKING CONDITIONS**

#### **Physical Demands**

No unusual conditions.

#### **Environmental Conditions**

No unusual conditions.

#### **Sensory Demands**

No unusual conditions.



### **Mental Demands**

Standard office environment. There may be stress from multiple and overlapping work demands and requirements to meet tight deadlines (eg. Minister requests). Incumbent deals constantly with rapidly changing priorities and heavy workloads (eg. During Session).

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of administrative procedures and practices to establish, manage and adapt the administrative functions of the division.
- 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.
- Knowledge of basic accounting and procurement principles to ensure that goods and services are provided in a cost-effective and timely manner.
- Knowledge of information management methods, techniques, and practices is required to manage the division's correspondence, and coordinate the preparation, delivery, filing, and tracking of documents (eg. Briefing Notes).
- Knowledge of the organization's structure, roles, and responsibilities is required to effectively manage requests for services; coordinate the flow of correspondence and other files and obtain professional advice on administrative policies.
- Knowledge of office and administrative procedures.
- Interpersonal skills and the ability to communicate effectively both orally and in writing.
- Must be proficient with English grammar given the requirement to proofread and draft divisional correspondence.
- Ability to work in a fast-paced environment with minimal supervision, while maintaining high work and quality standards.
- Knowledge of and ability to use MS Operating Systems, MS Office, and Email applications.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- Organizational skills and ability to provide a high level of service to both the GNWT and the public.
- Ability to use tact and diplomacy when dealing with the staff and public.
- Ability to maintain confidentiality.

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

An administration diploma and two years of relevant administrative experience, including paid and/or volunteer work.

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 record 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