



IDENTIFICATION

Department	Position Title	
Finance	Administrative Assistant	
Position Number	Community	Division/Region
15-6177	Yellowknife	Management and Recruitment Services

PURPOSE OF THE POSITION

This position provides administrative support to the Director of Management and Recruitment Services and the Management and Recruitment Services division 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 Department of Finance receive prompt and accurate information and service.

SCOPE

Reporting to the Director, Management and Recruitment Services, this position is located in Yellowknife. This position is the primary position providing administrative support to the Director, with assistance provided by two Human Resource Assistants to ensure timely and efficient provision of general office administrative activities within the Management and Recruitment Services Division.

This position is responsible for reception responsibilities for the Division. As such, the position is directly responsible for providing a positive first impression of the Department of Finance and providing professional client service.

RESPONSIBILITIES

- 1. Provides administrative support to the Director, Management and Recruitment Services to ensure the division 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, letters, reports, surveys, questionnaires, publications.



- Coordinating arrangements for appointments, meetings and conferences, including arranging meeting rooms, required AV equipment and materials.
- Maintaining filing system for Director.
- Maintaining circulation files, ensuring circulation is completed at the end of each month.

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

- Answering division telephones, taking messages and directing calls.
- Greeting visitors and responding to requests for information.
- Maintaining boardroom bookings.
- Arranging for courier and registered mail services.
- Providing receptionist duties and working with divisional administration team to ensure front desk coverage is in place at all times.
- Maintaining a bring-forward system for the section and ensuring that required follow-up is done for all items.
- Opening, sorting, logging and distributing mail for the unit.
- Helping to ensure that that division office machines and equipment, including telephones, computers, printers and other electronic equipment, are in good working order. When required, coordinating requests to resolve problems with divisional administration team.
- Filing divisional documents.
- Archiving and retrieving files using the GNWT Records Management System.
- In cooperation with Departmental records staff, creating and maintaining ORCS and ARCS for the division.
- Maintaining relevant SharePoint sites.
- Distribute telephone bills for the division ensuring all are approved and returned in a timely manner.
- Makes travel plans for the division including obtaining proper approvals, booking travel, booking accommodation and related financial transactions.
- Assigning HelpDesk tickets.
- Maintaining attendance registers.

3. Provides financial support activities to support the Director to manage the divisional budget by:

- Preparing information for invoice payments.
- Preparing information for invoice coding and payment.
- Assisting with review and preparation of divisional variance reports.



4. Provides administrative support to the Human Resource Operations Unit and the Health Recruitment Unit to ensure consistency in human resource operations GNWT wide by:

- Maintaining/Updating the Recruitment SharePoint site.
- Maintaining job offer letter templates.
- Formatting documents/spreadsheets/correspondence.
- Coordinating arrangements for meetings and conferences, including arranging meeting rooms, required AV equipment and materials.
- Maintaining log of communications developed and sent out.
- Maintaining filing system for units.
- Meet Coordinating arrangements for training and conferences.
- Ensuring required Staff Retention documents are maintained, logged and deadlines managed through a bring forward (BF) system.

5. Human Resource Assistant duties as required, including:

- Completing Future Pending Actions.
- Providing Long Service Award support.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

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

Mental Demands

Contact with the public who may be irate or upset may cause emotional fatigue. Such contacts occur infrequently for short duration (less than 15 minutes).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and experience in standard office procedures and protocol.
- Ability to use 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 years 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