



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Environment and Climate Change	Administrative Assistant/ Data Entry Supervisor	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
23-10531	Hay River Reserve	Forest Management

## PURPOSE OF THE POSITION

The Administrative Assistant/ Data Entry Supervisor provides a full range of administrative support and data entry services to contribute to the effective and efficient operation of the Forest Resources Section of Forest Management Division.

## SCOPE

Located at the Hay River Reserve and reporting to the Manager, Forest Resources (Manager), the Administrative Assistant / Data Entry Supervisor provides administrative support to the Manager and staff of Forest Resources Section. The position also supports the maintenance of field records by ensuring they are catalogued and stored in accordance with our corporate systems.

The position is the first point of contact for the Forest Resources office and is frequently called upon to exercise judgment in coordinating incoming and outgoing information. The position is relied upon with respect to scheduling assistance for staff, and assuring administrative information is recorded and properly kept. This position also supervises specialized field data entry and inputs all data from the field programs into corporate database programs.

The position may supervise and train co-workers to input data into database programs and provides quality assurance and quality control on data input.

## RESPONSIBILITIES

- Provides administrative support for the Forest Resources Section in support of efficiency and effectiveness of other unit staff.**
  - Answers telephones and takes messages as appropriate.
  - Greets public and directs public enquiries.



- Schedules meetings and conference calls and maintains a calendar of events for the staff.
- Plans and coordinates meeting logistics, including booking rooms, refreshments, and supplies.
- Sends and receives all sectional mail, facsimiles, and courier packages. Manages other physical written communications, vehicle records and postage.
- Takes and prepares minutes, as requested.
- Books travel arrangements, including accommodations, flights, and other means of transportation as necessary.
- Maintains employee travel expense files ensuring documents are approved and accounted for.
- Prepares and proofreads routine correspondence and documents, including letters, memos, reports, proposals, and briefing notes following GNWT and ENR formats and ensuring all correspondence is processed accurately and promptly.
- Prepares document templates and document layout and formatting in programs such as MS PowerPoint, Excel, and Word.
- Assists with development of PowerPoint presentations, including searching for photos and adding graphics.
- Creates documents using photocopier, printers, plotters, and binding machines.
- Coordinates and communicates general office procedures to staff.

**2. Provides support with budgeting and accounting.**

- Assists with creation of Section budget and variance reports both in SAM and on internal spreadsheet platforms.
- Ensures Section accounting submissions for projects and other expenditures are coded accurately and reflect the work program areas.
- Acts as an accounting control clerk for projects under special initiatives as required.
- Coordinates with the Forest Management Division's Fort Smith Headquarters on administrative, budgetary, and staffing monthly reports. These may include vehicle reports, attendance, credit card and other invoice and receipt reports and others as identified.
- Ensures all payables and receivables are properly handled in a timely manner.

**3. Enters data into databases, oversees and trains staff to input data, and checks quality and accuracy of entered data.**

- Performs data entry of technical forestry field data into corporate database systems.
- Supervises and trains other staff to input data into database systems.
- Organizes and files hard copy tally cards with appropriate map data.
- Performs Quality Assurance/Quality Control on data that is entered.
- Orders and prints tally cards.



**4. Organizes and maintains section resources in accordance with GNWT standards and guidelines to ensure document integrity.**

- Responsible for document control, such as the management and implementation of ORCs/ARCs/iRIMS, contract paperwork, formal communication template management, and all forms and authorizations containing signatures.
- Liaises with the departmental Records Coordinator regarding the transfer and/or disposal of records.
- Manages briefing materials from the Forest Resources office. Ensures they are complete, up to date and in the correct format.
- Responsible for creating and maintaining a functional library for Forest Resource materials. Library materials include those related to the corporate forest resource information working with the Spatial and Inventory Data Management Coordinators in ensuring files are properly documented and catalogued.

**5. Oversees equipment and supplies within the office and tracks building issues and maintenance.**

- Establishes records with respect to building lease agreements, landlord meetings, janitorial services, and visits by landlord support workers. This may include arranging for office landscape maintenance services.
- Initiates work orders for equipment repairs and holds office information with respect to office equipment.
- Ensures office supplies are routinely replenished and coordinates purchasing of furniture and supplies for office.

**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 administrative procedures.
- General knowledge of records management and filing systems.
- Working knowledge of database and spreadsheet
- Proficiency in Microsoft office suites (Word, Excel, and Access).
- Organization skills.
- Written and oral communication skills.
- Basic GIS skills and familiarity with photo archiving procedures.
- Time management skills.
- Ability to effectively communicate in an interdisciplinary team environment that stretches across two offices to recognize and respond to departmental needs.
- 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 grade 12, plus one (1) year office administration experience, or completion of an Office Administration Certificate plus one (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