



## IDENTIFICATION

Department	Position Title	
Infrastructure	Administrative Assistant	
Position Number	Community	Division/Region
33-16572	Yellowknife	Strategic Infrastructure / HQ

## PURPOSE OF THE POSITION

To provide high quality, proactive and efficient administrative and secretarial support to the Director, Strategic Infrastructure; Director, Strategic Energy; and staff, in accordance with Government of the Northwest Territories (GNWT) and Departmental procedures and standards, to ensure effective administrative operation of the two Divisions.

## SCOPE

Located in Yellowknife, NT, and reporting to the Director, Strategic Infrastructure, the Administrative Assistant functions as the key secretarial support to both the Strategic Infrastructure and Strategic Energy Divisions of the GNWT Department of Infrastructure (INF).

The Administrative Assistant is often the first point of contact for the Director's Office with the public, and is frequently called upon to deal with individuals, either by phone or in person, from within the GNWT, the communities, Indigenous governments and organizations, private enterprise, outside agencies and the general public. Exercising sound judgment, the Administrative Assistant will be required to prioritize activity, 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.

The Administrative Assistant handles and is exposed to a variety of confidential and sensitive documentation and works independently to carry out functions in a professional manner in accordance with GNWT legislation, policies and departmental procedures. The position keeps

track of all correspondences and is responsible for coordinating, editing and reviewing documents produced to ensure completeness and accuracy, ensuring that deadlines are met, output is quality controlled, and staff is adequately supported.

The Administrative Assistant is in constant communication with the other support staff in INF, including the Senior Administrative Coordinator to the Deputy Minister, who plays a coordinating role, ensuring consistent service delivery across the entire department.

## **RESPONSIBILITIES**

- 1. Provides front-end receptionist support and coordinates appointments and office processes for the Divisions.**
  - Greets and receives visitors, answering general inquiries, handling messages, and directing to the attention of appropriate staff, ensuring coverage when required.
  - Maintains a leave and attendance record for the two Divisions.
  - Coordinates arrangements for appointments, meetings and conferences.
  - Records and prepares minutes as required.
  - Makes travel plans for the Divisions, including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork.
  - Coordinates requests and resolves problems related to the Divisions' telephones, computers, printers and other electronic equipment.
  - Coordinates and monitors the purchase of office supplies.
  - Liaises and collaborates with Assistant Deputy Ministers' staff to resolve issues and facilitates internal and external department support.
  - Provides advice and assistance to casual staff on office procedures.
  - Provides assistance with leave administration and issuance of key fobs.
  - Sorts, opens and logs incoming mail for the Divisions and makes special courier arrangement as required.
  - Assist in other assigned support duties or special projects as required.
- 2. Provides financial administration support for the Divisions in accordance with the *Financial Administration Act*, and *Financial Administration Manual*.**
  - Utilize the GNWT System for Accountability and Management (SAM) and administrative tools to track, monitor and report, in support of Divisional financials.
  - Exercise spending authority of up to \$5,000 for stationary supplies and other administrative expenses.
  - Reviews and certifies invoices for payments.
  - Reconciles monthly credit card statements.
  - Audits staff duty, medical and travel expense claims to ensure amounts claimed are in accordance to eligible entitlements.
  - Ensures that all receipts for travel expenses charged against corporate cards are included with claims and performs an audit to ensure charges are business related.
  - Verifies financial coding to ensure proper assignment of expenditures to the correct budget and classification.

**3. Provides records management coordination and maintenance to ensure safe handling and storage of GNWT records.**

- Works with Records Management and staff to ensure appropriate implementation and maintenance of the GNWT's Administrative Records Classification System.
- Works with Records Management and staff to ensure appropriate implementation and maintenance of the Divisions Operations Records Classification System.
- Ensures that documents are correctly filed according to the proper file management system, 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 file.
- Enters documents into computerized records management systems and maintains on-line file lists.

**4. Prepares correspondence and other documents.**

- Ensures efficient communication of program and service activities and prompt transmission of instructions.
- Determine priorities for correspondence and document flow.
- Handles correspondence containing information of a confidential personal nature.
- Handles correspondence and other documents for signature.
- Proofreads and edits finished work for format and accuracy.
- Formats routine (general) and special correspondence, reports, forms, etc.

**WORKING CONDITIONS**

**Physical Demands**

The Administrative Assistant operates in a professional office environment and routinely uses standard office equipment.

**Environmental Conditions**

The Administrative Assistant operates in a professional office environment and routinely uses standard office equipment.

**Sensory Demands**

The Administrative Assistant role involves may be required to participate in engagements with multiple project stakeholders in person and/or through video and teleconference.

**Mental Demands**

The Administrative Assistant role requires a high degree of emotional intelligence and adaptability to adjust to shifting priorities.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.

- Quick, accurate and clear reading, writing and arithmetic skills are essential.
- Knowledge and experience to apply standard office and administrative procedures within protocol.
- Proven proficiency in key software programs such as Word, Excel, Powerpoint, and Adobe PDF.
- Knowledge of basic records management policies and procedures, including record disposition, standards, and classification systems.
  - Familiarity with the GNWT Digital Integrated Information Management System (DIIMS) is an asset.
- Knowledge of basic accounting, budgeting and procurement policies and procedures.
  - Familiarity with the GNWT System for Accountability and Management (SAM) is an asset.
- Ability to work effectively both independently and as part of a team.
- Experience working in a cross-cultural environment, and under pressure with tight deadlines.

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

Secretarial or Office Administration Diploma and 2-3 years progressively responsible experience. An equivalent level of education and experience will also be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- 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:**

- Required
- Preferred