



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Administrative Assistant	
Position Number	Community	Division/Region
63-0160	Yellowknife	Tourism and Parks/ HQ

PURPOSE OF THE POSITION

The Administrative Assistant provides confidential secretarial and skilled, administrative support services for the Director of Tourism and Parks, Director of Economic Diversification, Director of Business Support and Trade and divisional staff. Manages the acquisition and maintenance of shared office equipment (photocopiers, printers, etc.) as well as provide support to Directorate when necessary.

SCOPE

The Administrative Assistant works independently within established procedures for the position and is frequently called upon to exercise judgment with regard to knowing when to forward phones 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.

This is a front-line position, the first contact for the general public for inquires and the Division depends on this position for coordination of collective responses to Directorate for administrative materials such as briefing notes, letters, briefing books, e-binders, etc. This position also is a liaison with other administrative functions in finance and procurement services.

RESPONSIBILITIES

1. Provides secretarial and administrative support services to facilitate the effective and efficient operation of the Divisions by:

- Typing/formats correspondence, reports, briefing notes, responses to oral and written questions, statements, Cabinet submissions and papers using approved formats
- Drafting contribution agreements
- Proofreading and correcting spelling and formatting errors



- Meeting with the Director regularly to schedule meetings, briefings and conferences with other staff and clients
- Maintaining and monitors a Bring Forward (BF) system for tracking Ministerial commitments and correspondence
- Managing Director's meeting schedules
- Preparing mail for delivery
- Receiving and logging incoming correspondence and documents
- Arranges travel for the Directors including airline, hotel reservations, and travel itineraries
- Completing Travel Authorizations and Expense Reports in SAM for the Directors
- Managing travel for non-government employees and reconciles receipts/log for finance, completes and processes travel claims for non-government employees
- Preparing Requisitions in SAM for computers and/or computer equipment
- Scheduling and records appointments
- Arranging meetings and boardrooms
- Photocopying documents and letters
- Maintaining a telephone and reception service for the Tourism and Parks Division
- Ordering and maintains office supplies
- Arranging courier pickups and deliveries
- Providing advice and assistance to casual staff and summer students on office procedures
- Providing administrative training to summer students and/or interns in the event Administrative Assistant is away on leave

2. Performs other related clerical and support functions in support of the division by:

- Assisting Directorate when necessary
- Assisting other Divisional staff when necessary
- Hand delivering and picking up documents/correspondence
- Assisting with the preparation of presentation materials and promotional materials
- Maintain chrono letters and briefing notes
- Creating/organizing Table of Contents for briefing binders/e-binders
- Undertaking specific research tasks under the direction of Division staff
- Preparing packages for mail out (general requests for tourism information to schools, etc.)

3. Manages Divisional records and files in order to assist staff in retrieving operational data and correspondence and amends these systems, as requested, to improve their usefulness by:

- Sorting and classifying documents for daily filing
- Ensuring that documents are filed in their proper place on DIIMS to avoid loss of information and so they may be retrieved quickly when needed
- Creating new files and closing old ones
- Updating the list of files in use
- Retrieving and controlling access to files



- Reviewing or preparing all requisitions for office supplies
 - Creating and updating computer files
 - Ensuring the security of the divisions' records and files
- 4. Manages the logistics of committees and board meetings supported by the Division by:**
- Arranging meeting locations and travel for committee and board members
 - Preparing/printing meeting agendas and documents
- 5. Coordinates the Division's Administration and Financial needs by:**
- Serving as primary regular contact with the Corporate Services Finance Staff
 - Monitoring and reconciling SAM reports (Visa Statements)
 - Developing and maintaining financial reports
 - Ensuring all budget information is filed accurately and is readily available for viewing by departmental staff
- 6. Manages the Division's equipment and office infrastructure needs by:**
- Researching and recommending to the Directors the most appropriate shared office services equipment (photocopiers, printers, office furnishings)
 - Being the primary contact for the Division for installation and service of telecommunications equipment
 - Monitoring expenditures for office equipment and supplies, and reporting monthly to the Director on these expenditures

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS AND ABILITIES

- Communication skills, verbal and written to proofread, must have word-processing/keyboarding skills, must have a sound knowledge of office procedures, proven writing skills with attention to detail and grammatical correctness, and must have good interpersonal skills.
- Computer skills (Microsoft Word, Excel, and Outlook)
- Understanding of financial policies and procedures. A working knowledge of budget management.
- Proficiency in publication design software would be an asset.
- 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:

Grade 12 graduation plus applicable Administration Diploma (or equivalent) and two years relevant administrative 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