



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Administrative Assistant	
Position Number	Community	Division/Region
63-6172	Yellowknife	Mineral and Petroleum Resources Division

PURPOSE OF THE POSITION

The Administrative Assistant provides confidential administrative and skilled secretarial support to the Directors to ensure effective administrative operation of the Divisions in Yellowknife.

SCOPE

Located in Yellowknife and reporting to the Director, Mineral and Petroleum Resources (Director), the Administrative Assistant functions as the key secretarial support for several Divisions, which include Mineral and Petroleum Resources (MPR), Diamonds, Royalties and Financial Analysis, and Mineral Resources Legislation. These Divisions have a staff complement of at least 40 people, comprised of 11 main units.

The Administrative Assistant works independently within established procedures for the position. In accordance with the Government of the Northwest Territories' (GNWT's) Acts, regulations, policies and departmental procedures, the position keeps track of all correspondences forwarded for processing and ensures that documents prepared by the Divisions comply with GNWT standards. The Administrative Assistant is responsible for administrative duties including but not limited to formatting and distributing documents, booking travel, logistics support (e.g. booking meeting rooms and catering), file management, and sorting and filing email correspondence.

The Administrative Assistant is the first point of contact for the Director's office with the public and is frequently called upon to exercise judgment with regard to 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 is responsible to provide logistical support to Divisional Managers for sectoral promotional activities.

The position contributes to credibility of divisions which it supports by performing duties in a timely and accurate manner. The position must keep confidentiality and provide accurate and correct information.

RESPONSIBILITIES

1. Provides administrative support to the Divisions, ensuring all functions are achieved within set deadlines and in adherence with government policies and procedures by:

- Typing correspondence, reports, briefing notes, responses to oral and written questions, statements, cabinet and Financial Management Board submissions and papers using approved formats and ensures complete accuracy.
- Proof-reading, correcting spelling, formatting errors and redrafting correspondence as required.
- Formatting, printing and distributing briefing notes, responses to Ministerial questions, letters, reports, surveys, questionnaires, publications and presentations as required.
- Composing acknowledgements, interim replies and responses to correspondence as required.
- Maintaining chronological letters and files for the Division according to standard procedures.
- Maintaining a Bring Forward system for the Division ensuring tasks are completed when required.
- Sorting, opening and logging incoming mail for the Division and makes special courier arrangements as required.
- Assisting with the preparation and updating of manuals, presentation materials and briefing books.

2. Provides front-end receptionist support and coordinates appointments and office processes for the Divisions by:

- Greeting visitors, answering any routine questions they may have and directing them to the appropriate person in the Division ensuring coverage when required.
- Answering the Division's telephones, answering basic questions, taking messages and redirecting calls as required.
- Maintaining a leave and attendance record for the Divisions.
- Coordinating arrangements for appointments, meetings and conferences.



- Recording and preparing minutes for the Director as required.
- Making travel plans for the Divisions, including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork.
- Coordinating requests and resolving problems related to the Divisions' telephones, computer, printers and other electronic equipment.
- Coordinating and monitoring the purchase of office supplies.
- Liaising and collaborating with the Assistant Deputy Minister's Executive Secretary, the Deputy Minister's Executive Secretary and the Senior Advisor to resolve issues and facilitate internal and external departmental support.
- Providing advice and assistance to casual staff on office procedures.

3. Provide records management and maintenance for the Divisions' files, amending and updating the system as required and ensuring compliance with GNWT legislation by:

- Ensuring that documents are correctly filed according to the proper file management system, records management schedule and that proper security is in place.
- Creating new files, closing dates files and preparing files for disposition according to the correct schedule and process for the file.
- Entering documents into computerized records management system and maintaining on-line file lists.

4. Provides logistical support to the Divisions for sectoral promotional activities by:

- Arranging for, and when necessary, setting-up, meeting space, conference venues, shipment of materials, ordering supplies, catering, organizing speakers and participants, etc.

WORKING CONDITIONS

Physical Demands

No unusual conditions.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual conditions.

Mental Demands

No unusual conditions.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office and administrative procedures.
- Interpersonal skills and the ability to communicate effectively both orally and in writing.
- Ability to work in a fast-paced environment while maintain a high and accurate level of work.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and Email applications.
- Knowledge of basic records management and policies and procedures including records disposition, standards and classification systems.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- Organization skills and ability to provide a high-level of service to both the employer and the public.
- Ability to use tact and diplomacy when dealing with the staff and public.
- 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:

Diploma in a related field and two (2) years 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 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