



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Industry, Tourism and Investment	Administrative Assistant	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
63-6172	Yellowknife	Mineral and Energy Strategy Division

## **PURPOSE OF THE POSITION**

The Administrative Assistant provides confidential administrative support to the Mineral and Energy Strategy Division, Mineral and Energy Regulation Division, Mineral and Energy Royalties and Beneficiation Division, and Mineral Resources Act Implementation Divisions to ensure effective operations of the Divisions' offices in Yellowknife, Hay River and Inuvik.

## **SCOPE**

Located in Yellowknife. the Administrative Assistant reports to the Director, Mineral and Energy Strategy and is responsible for providing administrative support to four Divisions including the Mineral and Energy Strategy Division, Mineral and Energy Regulation Division, Mineral and Energy Royalties and Beneficiation Division, and Mineral Resources Act Implementation Division. The Administrative Assistant supports staff in Yellowknife, Hay River and Inuvik. These Divisions have a staff complement of at least 40 people, comprised of 12 main work 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 Division 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 Directors' offices 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 behalf of the Directors. The Administrative Assistant must ensure that all requests for meetings are appropriately addressed, and that background documentation is available when meetings are scheduled. The Administrative Assistant is responsible for providing logistical support to Divisional Managers for sectoral promotional activities.

This position requires professionalism, sound judgment, reliability, attention to detail, and the ability to maintain accuracy, confidentiality, and timely service to support the organization's reputation, operational effectiveness, and legal compliance.

## **RESPONSIBILITIES**

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

- Types correspondence, reports, briefing notes, responses to oral and written questions, statements, cabinet and Financial Management Board submissions and papers using approved formats and ensure completeness and accuracy.
- Proof-reads, corrects spelling and formatting errors, and redrafts correspondence as required.
- Formats, prints, and distributes briefing notes, responses to Ministerial questions, letters, reports, surveys, questionnaires, publications and presentations as required.
- Composes acknowledgements, interim replies, and responses to correspondence as required.
- Maintains chronological letters and files for the Divisions according to standard procedures.
- Maintains a Bring Forward system for the Divisions ensuring tasks are completed when required.
- Sorts, opens and logs incoming mail for the Divisions, and makes special courier arrangements as required.
- Assists 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.**

- Greets visitors, answers any routine questions they may have and directing them to the appropriate person in the Divisions ensuring coverage when required.
- Answers the Divisions' telephones, answers basic questions, takes messages and redirects calls as required.
- Maintains a leave and attendance record for the Divisions.
- Coordinates arrangements for appointments, meetings and conferences.
- Records and prepares minutes for the Directors 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 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.
  - Provides advice and assistance to casual staff on office procedures.
- 3. Provides records management and maintenance for the Divisions' files, amending and updating the system as required and ensuring compliance with GNWT legislation**
- Ensures that documents are correctly filed according to the proper file management system and records management schedule, and that proper security is in place.
  - Creates new files, closing dates files, and prepares files for disposition according to the correct schedule and process for the file.
  - Enters documents into computerized records management system and maintaining on-line file lists.
- 4. Provides logistical support to the Divisions for sectoral promotional activities.**
- Arranges for, and sets-up, meeting space, conference venues, shipment of materials, supplies orders, catering, speakers, and participants, etc.

## **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 of office and administrative procedures.



- Knowledge of basic records management and policies and procedures including records disposition, standards and classification systems.
- Interpersonal skills and the ability to communicate effectively both orally and in writing.
- Ability to work in a fast-paced environment while maintaining a high and accurate level of work.
- Organizational skills.
- Ability to use MS Operating Systems, MS Office, Internet and Email applications.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- 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 develop knowledge required for the position. Certain technical knowledge, statutory designations and certifications may be developed on the job. The Department will provide mandatory training and a structured onboarding plan to achieve required authorities and qualifications within agreed timeframes.
- 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 one year of relevant administrative experience, including paid and/or volunteer.

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