



IDENTIFICATION

Department	Position Title	
Industry, Tourism and Investment	Administrative Assistant	
Position Number	Community	Division/Region
63-6249	Yellowknife	Business Support, Trade and Economic Analysis

PURPOSE OF THE POSITION

The Administrative Assistant provides confidential administrative and skilled secretarial support to the Director of Business Support, Trade and Economic Analysis (BSTEА) to ensure effective administrative operation of the Division.

SCOPE

The Administrative Assistant reports directly to the Director of BSTEA and is located in Yellowknife. The Administrative Assistant functions as the key secretarial support to the BSTEA Division as well as the Economic Diversification Division.

The Administrative Assistant works independently within established procedures for the position. In accordance with the Government of the Northwest Territories (GNWT) 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 coordinating, editing and reviewing documents produced to ensure completeness and accuracy.

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.

Decisions resulting in poor quality of work, delays in meeting deadlines and errors made in performing duties could create embarrassment for the organization. Breaches of confidentiality and/or the provision of inaccurate/incorrect information can have serious legal implications.

RESPONSIBILITIES

1. Provides administrative support to the Division's, 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 FMB (Financial Management Board) submissions and papers using approved formats and ensures complete accuracy
- Proof-reads, corrects spelling, 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.
- Composing acknowledgments, interim replies and responses to correspondence as required.
- Maintains chrono letters and files for the Division's according to standard procedures.
- Maintains a BF (bring forward) system for the Division's and makes special courier arrangements as required.
- Sorts, opens and logs incoming mail for the Division's and makes special courier arrangement as required.
- Assists with the preparation and updating of manuals, presentation materials, and briefing books.

2. Provides front-end receptionist support and coordinates appoints and office processes for the Division.

- Greets visitors, answers any routine questions they may have and directs them to the appropriate person in the Division's ensuring coverage when required.
- Answers the Divisions' telephone, answers basic questions, takes messages and redirects calls as required.
- Maintains a leave and attendance record for the two Divisions.
- Coordinates arrangements for appointments, meetings and conferences.
- Records and prepares minutes for the Director's as required.
- Makes travel plans for the Division's, including obtaining proper approvals, booking travel, accommodations and all related financial transactions and paperwork.
- Coordinates request 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 Minister's Executive Assistant to resolve issues and facilitates internal and external department support.
- Provides advice and assistance to casual staff on office procedures.

3. Provides records management and maintenance for the Divisions' files, emending and updating the system as required.

- 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 system and maintains on-line file lists.

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

- Proven knowledge of office and administrative procedures.
- Proven interpersonal skills and the ability to communicate effectively both orally and in writing.
- Proven ability to work in a fast-paced environment while maintain a high and accurate level of work.
- Knowledge of basic records management policies procedures including records disposition, standards, and classification systems.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- Proven organizational 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 staff and public.

Typically, the above qualifications would be attained by:

- Secretarial or office administration diploma and 2-3 years of experience: OR
- A relevant certificate with 3-4 years of experience.

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

Aboriginal language: To choose a language, click here.

- Required
- Preferred