

## **IDENTIFICATION**

Department	Position Title	
Education, Culture and Employment	Administrative Assistant	
Position Number(s)	Community(s)	Division/Region(s)
71-13558	Yellowknife	Francophone Affairs Secretariat

## **PURPOSE OF THE POSITION**

The Administrative Assistant is responsible for providing organized, effective and efficient financial and administrative services necessary to enable the Francophone Affairs Secretariat to fulfill its mandate, in accordance with GNWT departmental procedures.

## **SCOPE**

Located in Yellowknife, this position reports to the Executive Director of the Francophone Affairs Secretariat.

The Secretariat provides support and advice to the Minister Responsible for Official Languages and serves as a central support agency for GNWT departments, boards and agencies for French language communications and services within the GNWT. It has a budget of over \$2.5 million and a staff complement of 9-10 employees.

The Administrative Assistant provides financial, travel and administrative support to the entire Francophone Affairs Secretariat. The incumbent works closely with the staff of various stakeholder groups, other GNWT departments and agencies, and the federal government to ensure all financial agreements, payments and supports are followed through to completion.

The Administrative Assistant is the first point of public contact with the Executive Director's office and is required to provide information in response to public inquiries about the Secretariat. The incumbent is often called upon to exercise sound judgment regarding when to forward telephone calls and what commitments to make on the Executive Director's behalf or on behalf of other staff. The incumbent ensures a smooth transition of information, work and correspondence between the Executive Director, the staff, the public, other stakeholder groups, the Strategic and Business Planning Division and the Directorate of Education, Culture and Employment. In doing so, the incumbent deals with

confidential matters relating to personnel, finance, administration and legal matters. The incumbent works daily in both English and French.

The Administrative Assistant works within the department's guidelines and policies, financial manuals, official languages policies, guidelines and regulations, the *NWT Official Languages Act* and the *Canada-NWT Cooperation Agreement for French and Aboriginal Languages of the NWT*.

## **RESPONSIBILITIES**

### **1. Provide financial administrative services to the Francophone Affairs Secretariat.**

- Assist the Executive Director and staff in writing, submitting and monitoring divisional Requests for Proposal (RFPs) and ensure they are compliant with the applicable GNWT financial policies.
  - Maintain a log of all service contracts and Standing Offers Agreements.
  - Prepare and action cheque requisitions, monitor and track payment of invoices, and review and monitor expenditures against budget allocations and for appropriate spending authority and coding, in compliance with the accounting and expenditure requirements of the Financial Administration Manual.
  - Assist staff with month end credit card reconciliation.
  - Make duty travel arrangements for the Executive Director including SAM data entry, input and reconciliation.
  - Prepare variance reports as required.
- Make recommendations to the Executive Director on financial and administrative matters,

### **2. Provide administrative and office management support to the Francophone Affairs Secretariat.**

- Greet visitors to the Secretariat and respond to routine inquiries in person and by telephone.
- Maintain the office mail system, including receiving, sorting, and distributing the mail, bringing urgent or confidential items to the attention of the Executive Director, and arranging for couriers or air cargo delivery as required.
- Maintain a Bring Forward system for the Executive Director and the Francophone Affairs Secretariat.
- Accurately type, format and print correspondence, reports, briefing notes, responses to oral and written questions, statements, and central agency submissions using approved formats.
- Maintain the Executive Director's chrono files.
- Assist with the preparation and updating of manuals, presentation materials and briefing books.
- Assist with special events and meetings including scheduling, arranging travel, meeting space, catering, conference calls and interpretive services as required, and taking minutes or meeting notes.

- Arrange the purchase of office supplies, furniture and materials and maintain an inventory to ensure an adequate supply is available at all times.
- Arrange for cleaning, maintenance and servicing of all office equipment.
- Coordinate with the Technology Service Centre, NorthwTel and other service providers as needed.

### **3. Manage and maintain the Francophone Affairs Secretariat's records.**

- Maintain staff leave and attendance records.
- Maintain financial, administrative and operational files in accordance with the Department's records management system (ARCS/ORCS), including creating new files, closing dated ones and preparing files for disposition.
- Enter documents into the computerized records management system and maintain on-line file lists.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong communication skills, excellent verbal and written skills and strong interpersonal skills in order to communicate professionally with stakeholder groups, co-workers, senior managers and the general public in English and in French.
- Ability to work effectively in a cross-cultural environment.
- Proven organizational, time management and priority setting skills.
- Ability to assume responsibility and work independently without direct supervision.
- Knowledge of secretarial and administrative practices and procedures.
- Excellent knowledge of computer programs and their applications, including the Microsoft Office suite of programs, Outlook, and financial administration and human resources software such as SAM and PeopleSoft.
- Knowledge of basic records management policies and procedures, including records disposition standards and classification systems, such as the GNWT ARCS and ORCS system.
- Knowledge of generally accepted accounting principles and an ability to process basic financial transactions, prepare variance reports and O&M projections and to communicate effectively about financial requirements and results.
- Experience with, monitoring and reporting on contribution agreements and service contracts.

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

- A grade 12 diploma and a diploma in Office Administration, Financial Management or Business Administration AND
- Two years of similar experience in an office or administrative environment.

**The incumbent must be bilingual with the ability to speak, read and write in English and in French.**

## **WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

The incumbent must often deal with high workload, balance multiple tasks, and respond to tight deadlines.

**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
- ☐