



IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	District Administrative Assistant	
Position Number(s)	Community(s)	Division/Region(s)
93-10215	Norman Wells	Sahtu District

PURPOSE OF THE POSITION

Provides private and confidential administrative and clerical support to the District Director and staff of the Sahtu District Office according to established office guidelines and procedures to ensure various issues and information are dealt with in a timely and accurate manner.

SCOPE

This position works within an established accountability work environment to ensure the accuracy and integrity of day to day administrative and clerical processes are carried out in accordance with policies and procedures.

This position is located in the Sahtu District office in Norman Wells and reports to the District Controller. The incumbent also provides administrative and financial support to eight (8) District staff.

As the district office's first line of contact with the public, the duties of this position have an impact on staff, Housing Corporation clients, Local Housing Organizations (LHOs), contractors, other government departments and the general public.

RESPONSIBILITIES

Provides full range of administrative services within Corporation guidelines, policies and procedures to ensure the support activities required for the District to function efficiently are completed on a timely basis.

Main Activities

1. Composes and operates document processing equipment to produce letters and memoranda for the District Director and District staff. Routes or answers correspondence not requiring Director's attention.
2. Drafts and composes replies to routine correspondence.
3. Proofreads and edits correspondence prepared by other members of the Corporation for the Director's signature.
4. Assists in the completion of briefing notes, option papers, decision papers, speaking notes and correspondence for the Director's signature.
5. Arranges records and confirms all the Director's appointments and meetings within and outside the office and assembles relevant files and related information for these meetings.
6. Receptionist duties such as screening calls, letters and/or visitors, answers questions and furnishes information whenever possible to save Director's time.

Provides administrative services within Corporation guidelines, policies and procedures to ensure the District Director's time is conserved for management concerns.

Main Activities

1. Prepares special reports, gathers and summarizes data.
2. Delivers and obtains information from other managers or outside representatives.
3. Organizes and expedites flow of work through the Director's office. Initiates follow-up action.
4. Communicates Director's instructions or desires to various individuals and/or departments.
5. Advises the Director and senior staff on professional development requests and needs for administrative/clerical staff.
6. Provides orientation and assistance to new District staff.
7. Assists District staff in office procedures and correspondence formats.
8. Assists in developing solutions for day-to-day administrative problems.
9. Maintains the Briefing Note file.

Provides clerical/financial support within Corporation guidelines, policies and procedures to ensure an organized workflow in the division.

Main Activities

1. Makes travel arrangements and prepares necessary financial documents for processing. Liaise with other staff to coordinate travel plans and meetings.
2. Organizes and maintains files of Director's correspondence, records etc., following up on pending matters. Maintains a BF (bring forward) retrieval system.
3. Maintain a mail log wherein all incoming and outgoing mail is recorded, read and routed.
4. Maintain Leave and Attendance for District staff.
5. Maintain an inventory of District controllable assets and office supplies.
6. Maintains adequate office supplies for the District.
7. Prepare General Receipts and Deposits for data entry on a daily/weekly basis.
8. Maintains the confidentiality of incoming and outgoing facsimile messages and sends facsimile messages as required.
9. Photocopying as required.
10. Act as recording secretary during meetings as required.
11. Support Spending Authority by ensuring all necessary documentation is attached and the proper coding has been provided for all payment vouchers, prior to submitting for spending authorization.
12. Monitor and review reports or the information in the SAM system to ensure payments have been processed and charged to the proper accounts and that all payments appear reasonable.
13. Performs the financial administration activities related to the NWTHC's homeownership and rental assets in the district.
14. Ensure mortgage and rental arrears report is updated and reviewed on a regular basis.

Maintains the central filing system for the District office in order to assist staff in retrieving operational data and correspondence.

Main Activities

1. File correspondence, documents, notes and reports.
2. Create new files, close old files and manage the transfer of files to storage in accordance with GNWT and NWTHC records management systems and schedules.
3. Assist District staff in retrieval of both on and off-site files.
4. Update the District Filing system and create computer files on hard drive and disks.
5. Ensure the security of the District's computerized and hard copy records and files.

KNOWLEDGE, SKILLS AND ABILITIES

The responsibilities of this position require a mastery of office skills, an ability to assume responsibility without direct supervision, the ability to exercise initiative and judgment to make decisions within the scope of assigned authority; strong organizational skills; the ability to operate computer/word processor, effective writing skills and supervisory skills. Diplomacy, discretion, common sense, interest and knowledge of procedures and administrative skills; Corporation's policies and programs; District's organization and regional issues are all assets.

- Working knowledge in computer software applications using MS Outlook, MS Word, MS Excel, MS ACCESS and Simply Accounting.
- Knowledge of applicable sections of Financial Administration Manual.
- Knowledge of northern culture and political environment.
- Effective communication skills (both oral and written).
- Attention to detail and the ability to maintain a high level of accuracy in preparing and entering financial and information in order to ensure that financial information is up to date and accurate.
- Accounting skills in order to ensure financial transactions are accurate and properly recorded.
- Decision making skills.
- Ability to maintain confidentiality.
- Ability to interact with District Staff in a positive, professional and business-like manner.
- Work in a high stress multi-tasking environment with tight deadlines.
- Conduct self with a high degree of tact and diplomacy when required.

Typically, the above qualifications would be attained by:

The position requires an understanding of finance and administrative policies and procedures. The incumbent would be expected to have experience with computerized spreadsheet, word processing and financial systems.

The incumbent would normally attain the required knowledge and skills through completion of a business and/or administration certificate and/or diploma and one year of related work experience.

WORKING CONDITIONS

Physical Demands

The incumbent works in an office environment where no specific physical demand applies.

Environmental Conditions

Normally there is no specific exposure to physical and environmental factors causing discomfort or the risk of accident or illness.

Sensory Demands

Normally there is no specific concentration required of one or a combination of the five senses.

Mental Demands

Normal amount of mental stress associated with meeting deadlines or conflicting priorities.

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

Official Language Considerations (check one)

- ☒ Not required
- ☐ Bilingual required (state language): _____