



IDENTIFICATION

<i>Position Number</i>	<i>Position Title</i>	
93-13168	Administrative Assistant	
<i>Department</i>	<i>Division/Region</i>	<i>Location</i>
NWT Housing Corporation	Infrastructure Services Division	Yellowknife, NT

PURPOSE OF THE POSITION

To provide confidential clerical and skilled administrative support services to the Director of Infrastructure Services, in order to facilitate the effective and efficient operation of the Division.

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 established policies and procedures.

This position is located in the Infrastructure Services Division of the Housing Corporation's headquarters in Yellowknife. The incumbent reports directly to the Director of Infrastructure Services and the duties of the position have an impact on the staff of the Infrastructure Services Division.

The incumbent provides support services to eighteen employees including the Director of Infrastructure Services. Failure to provide these support services significantly decreases the opportunity for the Division to achieve success. As the section'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 Infrastructure Section to function efficiently are completed on a timely basis.

- Receive, format and prioritize correspondence and requests received for the Director.
- Prepare outgoing documents and correspondence for Director's signature ensuring accuracy and correct formatting.
- Type correspondence, reports, briefing notes using approved formats.
- 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.
- Schedule meetings and act as recording secretary during these meetings as required.
- Prepare materials for meetings including photocopying, organizing presentation equipment, formatting agendas, sending out notices, preparing eBinders, etc.
- Handle correspondence containing information of a personal, restricted, and protected nature.
- Liaise with appropriate administrative staff in other Divisions/Branches and Districts to ensure the timely and accurate preparation of documents as required.
- Screen and direct incoming calls, assisting when suitable while directing complex inquiries to appropriate staff.
- Plans and organizes conferences, retreats, and/or annual events for Infrastructure Services Division and Districts.
- Undertake specific research tasks under the direction of the Director of Infrastructure Services.
- Make travel arrangements, ensuring necessary travel authorizations are obtained, and hotel accommodation and ground transportation are completed in an accurate and timely manner.

Provide administrative support to the Infrastructure Services Division including fifteen staff, in order to facilitate the effective and efficient operation of the Division within Corporation guidelines, policies and procedures.

- Log incoming and outgoing correspondence in a manner that ensures easy tracking and follow up by the Division.
- Maintain "brought forward" correspondence tracking system for the Division.
- Maintain leave and attendance records for employees.
- Ensure adequate office supplies are available to the Division.
- Provide support as required to senior contracts administrator by checking information in the SAM system confirming status of payments. Data enter as required.
- Provide support to the maintenance management section through data entry into the maintenance management operating software as required.
- Provide support to the Lands section through data entry into the lands database.

Provide support to NWT HC Senior Management

- Assist as required in the gathering of information and organizing/completing the production of session briefing books for Ministerial and Senior Management use during legislative assembly



sittings.

- Assist as required in the gathering of information and the production of other briefing materials and books for Ministerial and/or requirements such as house transition books, presentations to Legislative Assembly Committees.

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

- File correspondence, documents, notes and reports.
- 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 (ORCS, ARCS and DIIMS).
- Assist Section staff in retrieval of both on and off-site files.
- Update the Section Filing system and create computer files on hard drive and disks.
- Ensure the security of the District's computerized and hard copy records and files.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong communication skills, excellent verbal and written skills and strong interpersonal skills.
- Strong administrative assistant skills and knowledge and understanding of Government of the NWT procedures, community government structures and Aboriginal organizations.
- Strong computer skills in Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)
- Beneficial to have experience in PeopleSoft leave management system.
- 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.
- Ability to work with highly confidential material with tact and diplomacy and the ability to work under pressure to meet strict deadlines are required.
- Be dependable, self-motivated and demonstrate sound work ethics.
- Good time management skills.
- Work in a high stress multi-tasking environment with tight deadlines.

Typically, the above qualifications would be attained by:

These knowledge, skills and abilities are typically obtained through a High School Diploma with a Secretarial Certificate and five (5) years progressive related experience in an administrative role.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position. There is some lifting or carry of light material.

Environmental Conditions

The incumbent will work in a generally controlled and comfortable work environment with little to no possibility of accident or ill health.



Sensory Demands

The incumbent requires normal use of senses (seeing and hearing) in order to perform the day to day activities of the position. Extensive use of computers requires focused concentration.

Mental Demands

The incumbent may experience moderate levels of mental stress on occasions to meet 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

Official Language Considerations (check one)

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

EXCLUSION/INCLUSION

Section A

- ☐ This job should be included in the bargaining unit
- ☒ This job should be excluded from the bargaining unit (complete section B)

Section B – Rationale for exclusion from the bargaining unit

(Exclusion from the bargaining unit must meet the conditions outlined in section 306 of the GNWT's Human Resources Manual (HRM). Refer to Section 306 of the GNWT's HRM and outline the reason for the exclusion request below)

Comments:

As per Section 306 (8) (k) of the Human Resource Manual, this position provides administration and secretarial support directly to the Director of Infrastructure Services