

IDENTIFICATION

Department	Position Title	
NWT Housing Corporation	Director's Secretary	
Position Number	Community	Division/Region
93-4527	Hay River	South Slave

PURPOSE OF THE POSITION

The incumbent provides confidential secretarial and skilled administrative support services for the Director and district staff of the South Slave District Office according to established office guidelines and procedures to ensure various issues and information is dealt with in a timely and accurate manner.

SCOPE

The Director's Secretary Position works within an established accountability work environment to ensure the accuracy and integrity of the day to day administrative processes are carried out in accordance with GNWT Legislation, policies and procedures.

This position is in the Housing Corporation's South Slave District Office in Hay River and reports to the District Director, South Slave Region. The incumbent also provides administrative and clerical support to eleven (11) District Staff.

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

RESPONSIBILITIES

- 1. Provide secretarial and administrative support services to the District Director and District staff; in order to facilitate the effective and efficient operation of the District.**
 - Receptionist duties such as screening calls, letters and or visitors, answers questions and furnishes information whenever possible to save Director's and staff time;

- Maintains a mail log. Open incoming mail, date stamp it and direct it to the proper employee;
- Arrange and track courier services for outgoing correspondence and other documents;
- Keep meeting and appointment calendar and set-up meetings for the Director and staff;
- Make travel arrangements including hotel, air, etc.;
- Maintain an inventory of office supplies and controllable assets;
- Act as recording secretary during meetings as required;
- Composes letters and memoranda for the District Director and District staff. Routes or answers correspondence not requiring the Director's attention;
- Drafts and composes replies to routine correspondence;
- Advises the Director and senior staff on professional development requests and needs for staff;
- Provides orientation and assistance to new District staff, including computer, email, SAM and other program software access;
- Assists District staff in office procedures and correspondence formats;
- Assists in developing solutions for day-today administrative problems;
- Ensures the photocopier, postage machine and other office equipment is in working order and arranges maintenance and repairs, as necessary; and
- Ensure mortgage and rental arrears report and letters are updated and reviewed on a regular basis.

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

- Organizes and maintains files of Director's correspondence, records, etc., following up on pending matters. Maintains a BF (bring forward) retrieval system;
- Assists in the completion of briefing notes, option papers, decision papers, speaking notes and correspondence for the Director's signature;
- Maintain District Director's working files and administration;
- Proofreads and edits correspondence prepared by other members of the Corporation for the Director's signature;
- 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;
- Prepares special reports, gathers and summarizes data;
- Delivers and obtains information from other managers or outside representatives;
- Organizes and expedites flow of work through the Director's offices. Initiates follow-up action; and
- Communicates Director's instructions or desires to various individuals and/or departments.

3. Provide support to District finance.

- Provides support for various contract administering, accounting, and reporting functions related to SAM financial system;
 - Support Spending Authority by ensuring all necessary documentation is attached to invoices prior to submitting for spending authority;
 - Prepare General Receipts and Deposits for data entry on a daily/weekly basis;
 - Supports administration of Districts corporate purchase credit cards (VISA) accounts;
 - Administer credit card for administrative purchases and inventory re-supply; and
 - Review VISA expenditure statements, ensuring all relevant documentation is enclosed and verifying appropriate financial coding.
- 4. Maintains the Central Filing System for the District Office 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;
 - Assist District staff in retrieval of both on and off-site files;
 - Update the District Filing system and create computer files; and
 - Ensure the security of the District's computerized and hard copy records and files.
- 5. Provides general administrative services.**
- Organizes and maintains safety files and records;
 - Makes building maintenance requests, as required;
 - Ensures the vehicles maintenance is up to date; and
 - Oversees the logistics for district workshops, meetings and other events.

WORKING CONDITIONS

Physical Demands

No unusual demands - Most of the incumbent's time is spent in a sitting position with frequent opportunities to move around. There is occasionally lifting or carrying of light material.

Environmental Conditions

No unusual conditions.

Sensory Demands

No Unusual 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

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

KNOWLEDGE, SKILLS AND ABILITIES

- An ability to assume responsibility without direct supervision;
- The ability to exercise initiative and judgement to make decisions within the scope of assigned authority;
- Strong organizational skills;
- Knowledge of Office procedures and administrative skills;
- Excellent working knowledge of computer software, such as Microsoft Word and Excel, and a working knowledge of computerized financial & human resource information systems would be an asset;
- Ability to multitask;
- Proven ability to interact with co-workers and public in a tactful & diplomatic manner;
- Strong verbal and communication skills;
- Excellent interpersonal skills and ability to operate effectively in cross-cultural environment;
- Working knowledge of filing systems, both paper and digital;
- Attention to detail and ability to maintain a high level of accuracy in preparing financial information in order to ensure it is up to date and accurate; and
- Ability to maintain confidentiality.

Typically, the above qualifications would be attained by:

The above skills and abilities are generally acquired through a recognized Secretarial Arts Diploma, Office Administration Diploma or Business Administration diploma. A minimum of One (1) year office experience is also required.

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