

IDENTIFICATION

Department	Position Title	
NWT HC	Administrative Assistant to the Vice-President, Programs and District Operations	
Position Number(s)	Community(s)	Division/Region(s)
93-7211	Yellowknife	Programs and District Operations, HQ

PURPOSE OF THE POSITION

To provide a full range of senior secretarial/administrative services to the Vice-President, Programs and District Operations, according to set procedures and processes in order to facilitate the effective and efficient operation of the Division.

SCOPE

This position is located in Yellowknife and reports directly to the Vice-President, Programs and District Operations. The incumbent is the first line of contact between the Vice-President and the public, GNWT Departments, Boards and Agencies, Aboriginal Organizations, Local Housing Organizations, Non-Government Organizations and Corporation staff. Lack of sensitivity and judgment in dealing with calls and visitors can undermine the credibility of the Division and the Corporation as a whole.

The incumbent provides support services to seven (7) employees including the Vice-President, Programs and District Operations. Failure to provide these support services significantly decreases the opportunity for the Division to achieve success.

RESPONSIBILITIES

To provide complete secretarial and administrative support to the Vice-President, Programs and District Operations.

Main Activities

- Prepare outgoing documents and correspondence for Vice-President's signature ensuring accuracy and correct formatting.
- Receive, format and prioritize correspondence for review by the Division's Coordination Officer.
- Handle correspondence containing information of a personal, restricted, and protected nature.

- Liaise with appropriate administrative staff in other Divisions and Districts to ensure the timely and accurate preparation of documents as required by the Vice-President.
- Screen and direct incoming calls, assisting when suitable.
- Offer assistance as required to other staff in the Division and the public as required.
- Direct complex inquiries to the Coordination Officer.
- Log incoming and outgoing correspondence in a manner that ensure easy tracking and follow up by the Division.
- Provide follow up services on behalf of the Vice-President to ensure assigned tasks are completed in a timely and professional manner.
- Maintain and/or ensure up-to-date filing systems are in place for all correspondence to be retained.
- Daily liaising with Administrative Assistants of the Corporation's Divisions as required.
- Schedule meetings and take minutes for the Division as required.
- Arrange, record and transcribe minutes for the Division as required.
- Supervise casuals as required.
- Prepare materials for meetings including photocopying, organizing presentation equipment, formatting agendas, sending out notices, etc.
- Cover off for other Administrative Assistants for the Vice-President, Finance and Infrastructure Services, and the President as required.

Provide support to the Programs and District Operations Division.

Main Activities

- Provide reception services to the Division.
- Open income mail, date stamp and direct to the proper employee.
- File correspondence, documents, notes and reports.
- Create new files, close old files and participate in the transfer of files to storage at the GNWT warehouse.
- Maintain the Division's filing system and create computer files on hard drive and disks.
- Maintain leave and attendance records for Divisional staff.
- Make travel arrangements, ensuring necessary travel authorizations are obtained, and hotel accommodation and ground transportation are completed in an accurate and timely manner.
- Ensure an accurate and timely flow of outgoing correspondence and memoranda when necessary.
- Maintain an up-to-date list of necessary contacts that may be required by the Division.
- Ensure adequate office supplies are available to the Division.
- Retrieve specific correspondence from files when required.
- Forward and return copies of correspondence to appropriate Divisions for filing.
- Coordinate, as a team with other Administrative Assistants, logistics for meetings of the President, Vice-Presidents, and District Directors.

KNOWLEDGE, SKILLS AND ABILITIES

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

Typically, the above qualifications would be attained by:

This level of knowledge is usually acquired through a High School Diploma with a Secretarial Certificate and five years progressive related experience in an administrative role and/or senior administrative office.

WORKING CONDITIONS

(Working Conditions identify the *unusual and unavoidable*, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

- Normal working hours are 0830 to 1700 but as this is a very busy position, working of overtime in order to meet deadlines may be required from time to time.

Physical Demands

Most of the incumbent's time is spent sitting in front of a computer with frequent opportunities to get up and move about.

Environmental Conditions

There are no significant adverse environmental conditions that affect this position.

Sensory Demands

The incumbent will be required to pay close attention to detail.

Mental Demands

The incumbent is required to work independently under tight deadlines and deal with sensitive political issues which may be stressful to the incumbent.

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