



IDENTIFICATION

Department	Position Title	
Education, Culture and Employment	Administrative Coordinator	
Position Number	Community	Division/Region
71-NEW	Yellowknife	FLMM Secretariat

PURPOSE OF THE POSITION

The Administrative Coordinator provides administrative and coordination services and project support to the Director and Advisors of the Forum of Labour Market Ministers (FLMM) Secretariat, to support the effective management and advancement of FLMM priorities and objectives.

SCOPE

The Administrative Coordinator is based in Yellowknife and reports to the Director, FLMM Secretariat. The incumbent provides direct office administration and coordination services for the FLMM Secretariat and FLMM representatives across Canada.

The FLMM was created in 1983 to promote discussion and cooperation on common labour market matters. The FLMM is composed of FPT Ministers responsible for labour market policies and programs.

The federal Department of Employment and Social Development Canada (ESDC) maintains oversight of the Secretariat. The host responsibilities of the Secretariat rotate among provinces and territories (PTs) every two (2) years. The FLMM is co- chaired by the federal government (ESDC) and a lead province/territory. The Government of the Northwest Territories will host the FLMM Secretariat from 2021 until 2023. The Secretariat is a platform for collaboration and partnership to address shared labour market issues.

Through the FLMM, FPT governments work cooperatively to ensure Canada has a skilled, adaptable and inclusive workforce that supports a competitive Canadian economy. Labour Market Ministers are committed to fostering inclusive workforce participation, better aligning

skills with evolving labour market needs, and supporting efficient labour markets to better serve all Canadians.

The Administrative Coordinator plays an important role in supporting the day-to-day activities of the FLMM Secretariat, providing direct support to the Director, FLMM and supporting staff, and coordinating the logistics of all FLMM engagement activities, including regular teleconferences/videoconferences and in-person meetings. The logistical support for these meetings involves interacting with a number of different stakeholders from the federal, provincial and territorial governments, as well as with supporting functions such as interpretation contractors, intergovernmental conference secretariat and host venues and accommodation services.

The incumbent is a first point of contact for FLMM representatives in 14 jurisdictions seeking information, support and assistance related to the FLMM, the FLMM Secretariat and its working groups. The Administrative Coordinator deals daily in person, on the telephone, scan, fax, or via email with a variety of contacts including senior officials from other governments and representatives of external organizations and stakeholders.

The incumbent has access to and works with intergovernmental information that is sensitive and confidential.

RESPONSIBILITIES

1. Provides administrative and coordination services and project support to the Director and Advisors of the Forum of Labour Market Ministers (FLMM) Secretariat, its working groups and FLMM representatives in 14 jurisdictions.

- Performs clerical and administrative tasks in support of the FLMM Secretariat such as responding to enquiries and assisting other staff members.
- Assists in the logistical planning and coordination of FLMM Senior Official, Deputy Minister and Ministerial meetings, including maintenance of membership lists, logistical planning, records management, record keeping and financial transactions.
- Provides support and coordination of FLMM Secretariat working group meetings, including maintenance of membership lists, logistical planning, records management, record keeping and financial transactions.
- Completes data entry and administrative duties, such as edit and proofread correspondence that includes letters, memos, briefing notes, discussion papers, reports, statements, communiqués, invoices, forms, presentations and other documents.
- Maintains cost records and allocates to a variety of accounts using GNWT financial protocols and systems (SAM).
- Responds to telephone, in-person or electronic enquiries and responds to these enquiries appropriately (message taking, forward telephone calls, etc.)
- Reads incoming mail and controls its distribution according to established office assignments and procedures.

Process travel claims and GNWT Visa statement reconciliations by ensuring the information is accurate and has been completed in accordance with the GNWT's FAM and FAA policies and procedures.

2. Oversees and maintains the Secretariat's budget, supplies, and equipment

- Records the work of the Secretariat on a daily basis and invoices and/or records the purchase of office supplies and services while maintaining an office supplies inventory.
- Reads incoming mail and controls its distribution according to established office assignments and procedures.
- Operates office equipment such as computers, telephones, conference call lines, photocopiers, facsimiles and electronic information management systems.
- Data enters payables into the GNWT accounting system (SAM) and matches payables to disbursements for payment processing.
- Prepares various financial reports and materials.

3. Performs other duties as assigned by the Director, FLMM Secretariat

WORKING CONDITIONS

Physical Demands

As the FLMM Secretariat Advisor serves all jurisdictions, the incumbent is required to work overtime. This includes being available, when required, outside of normal business hours given the time zones of the client jurisdictions.

The incumbent works at a desk and is required to sit for long periods of time with frequent opportunity to move about as needed.

Environmental Conditions

No unusual environmental conditions

Sensory Demands

No unusual sensory demands

Mental Demands

There is a daily requirement to deal with deadlines, changing work priorities, multiple demands, and problems, where the workloads can sometimes be heavy and unpredictable.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general office duties and electronic records management
- Knowledge of computers and Microsoft Office products (Excel, Word, PowerPoint, etc.)
- Knowledge of electronic information management systems
- Knowledge of GNWT SAM payment system

- Strong communication skills and ability to communicate effectively with co-workers, supervisors, Senior Officials, Deputy Ministers and other Federal, Provincial and/or Territorial Ministers and their representatives.
- Ability to work independently and as part of a team.
- Ability to prepare, review and action confidential documents.
- Ability to complete assigned tasks accurately and on a timely basis.
- Knowledge of standard letter writing formats and other official government documents (Briefing Notes, Information Notes, Meeting Minutes, etc.)
- Ability to be tactful and diplomatic
- Ability to take minutes and complete written documentation with accuracy.
- Must be at a highly organized level of organization skills.
- Ability to proofread written documentation for proper form, grammar, and spelling.

Typically, the above qualifications would be attained by:

A Diploma in office or business administration, and two (2) years of related administrative and/or financial document management experience

Experience using the GNWT's SAM financial system would be an asset.

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

CERTIFICATION

Title: Administrative Coordinator

Position Number: 71-NEW

Employee Signature	Supervisor Signature
Printed Name	Printed Name
Date <i>I certify that I have read and understand the responsibilities assigned to this position.</i>	Date <i>I certify that this job description is an accurate description of the responsibilities assigned to the position.</i>
 Rita Mueller, Deputy Minister, ECE	December 04, 2020
Deputy Head/Delegate Signature	Date
<i>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</i>	

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.