



IDENTIFICATION

Department	Position Title	
Industry, Tourism, & Investment	Administrative Assistant	
Position Number	Community	Division/Region
63-14316	Yellowknife	Diamonds, Royalties & Financial Analysis

PURPOSE OF THE POSITION

The Administrative Assistant in the Diamonds, Royalties, and Financial Analysis (DRFA) division of Industry, Tourism, and Investment (ITI) provides confidential and skilled administrative services in the areas of finance, procurement, human resources, information management, and general office support.

SCOPE

The Administrative Assistant reports directly to the Director, DRFA, and provides support to the entire team, consisting of 9 FTEs. The Administrative Assistant also provides support to the Manager, Client Service and Community Relations, and a team consisting of 5 FTEs. This includes general office support (i.e. printing, mailing, faxing, proofreading, and formatting documents) and the coordination of administrative processes. This includes acting as the administrative liaison with other departments and divisions within ITI, including finance and procurement services.

The Administrative Assistant is a front-line position, the first contact dealing with the general public and other department inquiries. The administrative assistant is in regular communication with other support staff in ITI including both Administrative Assistants and Executive Secretaries. This position is responsible for ensuring that all correspondence, briefing notes, letters, and e-binders are completed on a timely basis and in a professional manner.

RESPONSIBILITIES

1. Provides the full range of administrative services to support and enhance the effective administration of an organization. This includes typing/formatting divisional



correspondence, reports, briefing notes, and responses to oral and written questions, and input into cabinet submissions.

2. Advises the Director and Managers on human resources, financial, procurement, and information management policies and procedures.
3. Establishes and ensures maintenance of the divisions administrative systems and databases.
4. Reviews requests for services, applies the established departmental procedures, and identifies courses of action that may not be readily apparent and/or require some adaptation.
5. **Human Resources:** Acts as the focal point between the Director and Managers and Human Resources to action administrative requests for the division.
6. **Financial:** Provides accurate data that will serve to forecast resource requirements and develop the budget.
7. Monitors the financial controls and reporting systems of the division.
8. Monitors the budget, tracks resource expenditures, and advises Management on funding pressure.
9. Reviews and certifies invoices for payments. Ensures all expenditures are coded correctly.
10. Chooses the best option for value when procuring goods. This includes researching and recommending to the Director, the most appropriate shared office services agreements for the Division.
11. Prepares divisional travel authorizations and expense reports for the Director.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.



Sensory Demands

No unusual demands.

Mental Demands

Standard office environment. There may be stress from multiple and overlapping work demands and requirements to meet tight deadlines (eg. Minister requests). Incumbent deals constantly with rapidly changing priorities and heavy workloads (eg. During Session).

KNOWLEDGE, SKILLS AND ABILITIES

- Interpretive/analytical skills are required to evaluate requirements for specific services; provide advice on administrative processes, procedures, and requirements; and ability to organize information for reports.
- Knowledge of administrative procedures and practices to establish, manage and adapt the administrative functions of the division.
- Knowledge of accounting, budgeting, and procurement methods, techniques, and practices is required to monitor the budget, monitor contracts for professional services, and ensure that goods and services are provided in a cost-effective and timely manner.
- Knowledge of information management methods, techniques, and practices is required to manage the division's correspondence, and coordinate the preparation, delivery, filing, and tracking of documents (eg. Briefing Notes).
- Knowledge of the organization's structure, roles, and responsibilities is required to effectively manage requests for services; coordinate the flow of correspondence and other files and obtain professional advice on administrative policies.
- Knowledge of office and administrative procedures.
- Interpersonal skills and the ability to communicate effectively both orally and in writing. Must be proficient with English grammar given the requirement to proofread and draft divisional correspondence.
- Ability to work in a fast-paced environment with minimal supervision, while maintaining high work and quality standards.
- Knowledge of and ability to use MS Operating Systems, MS Office, and Email applications.
- Ability to assume responsibility without direct supervision and ability to exercise initiative and judgment.
- Organizational skills and ability to provide a high level of service to both the GNWT and the public.
- Ability to use tact and diplomacy when dealing with the staff and public.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.



Typically, the above qualifications would be attained by:

Grade 12 graduation plus applicable Administration Diploma (or equivalent) and two years relevant administrative experience, including paid and/or volunteer.

Equivalent combinations of education and experience will be considered.

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