

JOB DESCRIPTION

Administrative Assistant

SUMMARY:

NAN requires highly skilled and self-motivated administrative professional who works closely with Environment & Climate Change Director in a dynamic but demanding and fast-paced political office environment.

Under the supervision of the Director of Environment & Climate Change, the Administrative Assistant provides day-to-day support and assistance by providing secretarial/administrative support that includes managing correspondence and workflow; coordinating appointments, travel and meeting arrangements and assisting in project management when required.

DUTIES:

- Coordinate and maintain an up-to-date schedule of Environment & Climate Change Director and related project activities and meetings.
- Organize and coordinate meetings and conferences including telephone and video conferences.
- Record, transcribe and/or prepare minutes for Environment & Climate Change Director and project meetings.
- Coordinate and arrange travel for the Environment & Climate Change Director, also to include meeting guests/delegates as directed.
- Prepare and submit expense claims for the Environment & Climate Change Director; prepare travel reimbursement claims/visa reconciliation (invoices) for travel sponsored by third parties.
- Work with portfolio and department staff to promote, assist with planning and execute events and related projects.
- Type and distribute correspondence, reports and other documents as requested.
- Photocopy and distribute all relevant materials such as agendas, and information packages.
- Develop and maintain a cooperative working relationship with NAN First Nations and Tribal Councils, affiliated First Nations organizations as well as government offices.
- Provide telephone information assistance and referrals for guests and callers:

Other

- Supervise, direct and train summer students, interns and other placements.
- Other duties related to effectively operate a political advocacy office, as assigned.

CROSS TRAINING:

Position provides supervision and work sharing with the Executive Assistant and, as such, must understand and undertake Executive Assistant duties as well as Reception duties to facilitate training and/or to cover during staff shortage (Deputy Grand Chief's Administrative staff).

OTHER JOB REQUIREMENTS:

- Some travel to remote (air accessible) First Nation communities and other locations as required;
- Must be available and accessible to the Environment & Climate Change Director for call-ins and for evening/weekend work.
- Supervising Summer Student and Relief Administrative Staff.

The Administrative Assistant is responsible for:

- Ensuring key correspondence is brought to the attention of the appropriate NAN staff member for action.
- Prepare purchase and travel orders accurately and completely in accordance with NAN policies and procedures for manager's approval.
- Making travel arrangements and preparing travel orders (limit \$1,000) and preparing the resulting expense claims for the Environment & Climate Change Director by economical means ensuring accuracy, completeness and timeliness in work.
- Determining executive office supply needs and preparing purchase orders (limit \$500) with economy, accuracy and completeness in accordance with NAN policies and procedures.

ACCOUNTABILITY:

The Administrative Assistant is responsible to the Environment & Climate Change Director on a day-to-day basis and is further accountable to the appointed immediate Supervisor and the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education/Experience:

The position demands a high degree of organization, multi-tasking and priority setting skill in confidential, political atmosphere. The academic and skills expectations are as follows:

- A Degree/Diploma in Office Administration or related field, and
- At least 5 years' experience in a senior secretarial/administrative position.
- Excellent secretarial, interpersonal communication, word processing, note-taking, file management skills.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) is an asset.

LOCATION OF WORK: Timmins
PORTFOLIO: Environment & Climate Change
CREATED /LAST UPDATED: November 2020