



NORTHWEST TERRITORY MÉTIS NATION

Administrative Assistant

NWTMN-JDA02-03

2021-02-09

Job Title	Administrative Assistant	Supervisor	Executive Director
Department	Administration	Hours / Week	35
Community	Fort Smith, NT	Job ID	NWTMN-JDA02

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PURPOSE OF THE POSITION

The Administrative Assistant is responsible for overseeing the day-to-day administrative operations of the Northwest Territory Métis Nation Headquarter Office. The position provides a limited supervisory function, and support for NWT Métis Nation programs and operations.

SCOPE

The Administrative Assistant reports to the Executive Director and is responsible for maintaining the Administrative Offices of the NWT Métis Nation, this position directs any inquiry regarding programs from the NWT Métis Nation Membership.

The Administrative Assistant operates within the Northwest Territory Métis Nation Bylaws, Policies and Guidelines.

The position is supervised by the Executive Director (*NWTMN-JDA01*)

ELIGIBILITY

Priority consideration will be given to approved Beneficiaries of the Northwest Territory Métis Land Claim.

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RESPONSIBILITIES

The Administrative Assistant is responsible for accomplishing the above scope through:

Providing secretarial support services to the office by

- Providing receptionist duties for the office
- Answering the telephone, transferring calls and taking messages as required
- Referring inquiries by the public to the appropriate persons
- Maintaining a central filing system
- Filing all incoming/outgoing correspondence, promptly
- Recording and transcribing minutes
- Transcribing correspondence for senior staff members
- Faxing documents when required
- Maintaining a chrono file for incoming/outgoing correspondence
- Maintaining a "Bring Forward" file for outgoing correspondence
- Photocopying all incoming and outgoing documents
- Maintaining an up-to-date binder of all the negotiations chapters
- Assembling binders of all information gathered at negotiations sessions

Is responsible for performing other related duties by

- Assisting with assembly details when required
- Assembling all workshop information
- Reporting the equipment repairs
- Reporting office supplies that require replacement
- Assisting other staff with upcoming deadlines
- Performing other tasks as directed by senior staff
- Maintain leave management system
- Financial system data entry is required
- Assist the development of proposals and briefings

Perform other related duties as required.

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KNOWLEDGE, SKILLS AND ATTRIBUTES

Knowledge

The Administrative Assistant must demonstrate a knowledge of the following:

- Generally accepted accounting principles
- Administrative experience an asset
- Knowledge of the use and application of computer software such as Microsoft Office and Adobe Suite
- Knowledge of the NWTMN Policy and Procedures Manual
- Knowledge of financial administration procedures

Skills

The Administrative Assistant must demonstrate the following skills:

- Highly self-motivated with strong organizational skills
- Professional communications and writing skills including the ability to prepare reports, proposals policies and procedures
- Computer skills including the ability to operate spreadsheets, word-processing and email programs at a highly proficient level
- Effective team building and interpersonal skills
- Effective time and stress management skills
- Effective conflict resolution, mediation and problem-solving skills
- Effective public relations and public speaking skills

Attributes

The Administrative Assistant must also demonstrate the following personal attributes:

- Ability to demonstrate tact, diplomacy and professionalism in dealing with NWTMN staff, government representatives, beneficiaries and the general public
- Possess cultural and political awareness and sensitivity
- Demonstrate consistent and fair judgements
- Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Demonstrate attention to detail
- Demonstrate the diligence in the performance of job duties
- Maintain standards of conduct and be respectful
- Ability to troubleshoot and seek solutions in difficult circumstances
- Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency

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Typically, the above qualifications would be attained by:

- Completion of an Office Administration Program Certificate
- Equivalencies will be considered

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WORKING CONDITIONS

Physical Demands

- May require extensive hours sitting at a desk and extensive hours using office equipment including computers
- May have to work odd or long hours at a time to complete special requests or projects related to NWTMN
- May have travel requirements in order to carry out some main duties and this may cause fatigue from driving or air travel
- May have to do some light lifting of supplies and materials from time to time

Environmental Conditions

- May require duty travel to NWT Métis Nation Area Offices located in Hay River or Fort Resolution, or travel to other destinations as deemed necessary, this travel will be by air or road
- May have to manage a number of projects at one time and may be interrupted frequently to meet the needs and requests of staff or NWT Métis Nation members
- May find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks

Sensory Demands

- Sensory demands can include reading and use of the computer which may cause eyestrain and occasional headaches and the constant noise and activity of a busy office environment
- May spend long hours on the computer entering information which requires attention to detail and high levels of accuracy

Mental Demands

- May have to manage a number of requests and situations at one time, stress may be caused by the need to complete tasks within tight deadlines
- Due to the strict confidentiality of some material, may face the additional stress of not being able to share with friends and relations what goes on at work

ADDITIONAL REQUIREMENTS

No additional requirements are needed for this position.

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CERTIFICATION

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

Employee Signature

Supervisor Signature

Printed Name

Printed Name

Date

I certify that I have read and understand the responsibilities assigned to this position.

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

NWTMN President's Signature

Date

I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.