



Nunavut Planning Commission Executive Assistant / Office Administrator Job Description

General Information

Job Title: Executive Assistant/Office Administrator **Status:**
Department: Executive **Reports To:** Executive Director

Purpose of Position

Under the direction of the Executive Director, and the day-to-day direction of the Assistant Executive Director, Director Policy & Planning, Director of Finance, Manager of Planning and Implementation, and Manager of IT, the Executive Assistant/Office Administrator is responsible for providing clerical, administrative and executive support, document and data management and storage for three Commission offices and is based in Iqaluit.

Impact

The Commission is responsible for developing land use plans that reflect Inuit priorities and values, which involves extensive engagement with Nunavummiut and Stakeholders. This requires a very strong administration and support staff. This position is critical to that strong administration by providing administrative support, executive support and being the initial point of contact for NPC.

Essential Duties and Responsibilities

1. Reception:
 - Answer and direct incoming telephone calls.
 - Receive, record and distribute incoming and outgoing mail and faxes.
 - Greet visitors
2. Administrative support:
 - Maintain accurate files, records and correspondence both in Hard copy and electronic systems.
 - Responsible for the record management of all commission files both in paper and electronic forms.
 - Corporate secretarial duties include -responsible for filing and the safe keeping of all official meeting packages, records of decision, bylaws and all Commission approved policies, etc.
 - Responsible for the administration of and administrative support to the 3 Commission Office locations of the NPC.
 - Organize and maintain the online resources center.
 - Provide clerical support and assistance to all Directors and Managers.
 - Provide support to Translator Trainee in their administrative tasks.
 - Orient new staff to the records management system, administrative form folders in conjunction with the Manager of IT and Human Resources Officer.
 - Responsible for office filing systems (electronic and paper) and office organization.
 - Other office and administrative duties as required.
3. Executive support:
 - Prepare letters, briefing notes, schedules, agendas and Commission meeting packages.
 - Prepare, maintain and ensure the safeguard of all correspondence, meeting minutes and records of decision.
 - Take minutes and maintain accurate records of decisions of staff and Commission meetings, hearings and other events.
 - Responsible for administrative support at all Commission related meetings and events.
 - Responsible for managing the Executive Director schedule, travel and administrative forms.

- Responsible for booking all travel and confirmation spreadsheets as directed by the Directors and Managers.
- Must maintain Action log spreadsheet, mail, fax logs.
- Must develop and maintain Commission Motions and record of Decisions logs.
- Is accountable for the office administrative functions.

Other Duties and Responsibilities

1. Maintain office files and supplies:

- Order and maintain an inventory of office supplies for all three Commission office locations.
- Ensure availability of coffee/tea supplies for office use.
- Maintain a central filing system.
- Maintain an electronic filing system.
- Ensure coffee/tea is made for meetings, daily office use, etc.
- Any other duties as required.
- Responsible for ordering the sealift supply orders for all 3 commission offices.
- Responsible for ensuring 3 regional offices are having by-weekly staff meetings and keeping a central record for all 3 offices.
- Make all travel and accommodation arrangements for Commissioners, the senior management team (SMT), staff and consultants.
- Arrange facilities, equipment, catering, materials and meeting arrangements for Commissioners, the senior management team (SMT) staff and consultants.
- Provide confirmation and notification of all travel and accommodation arrangements and spreadsheets.
- Maintain accurate and detailed travel and accommodation logs and spreadsheets.
- Research options for best travel logistics and costs.
- Perform travel duties when clerk is absent.
- Prepare simplified cost comparisons for budgeting purposes.
- Provide support to Finance Department.

2. If required to deepen knowledge, be willing to take further educational program in administration as per a development plan elaborated with the Executive Director.

Knowledge

- Fluent in English, Inuktitut or Inuinnaqtun; and French is an asset.
- Proficiency with office productivity tools and aptitude for learning new software and systems (Microsoft 365: Words, Excel, PowerPoint, Publisher, Outlook, Teams, OneDrive-Zoom-Adobe-Dropbox-iCloud-3CX-Sage 50-etc.)

Skills

- Strong communication (both oral and written) skills.
- Good planning and prioritizing skills.
- Strong organization and presentation skills.
- Good interpersonal skills including the ability to use tact and diplomacy and work under pressure.
- Data entry and administration/systems skills.
- Analytical and problem-solving skills.
- Maintains performance despite occasions of stress of the job.

Ability

- Able to use all common office equipment including transcript recorder, fax, telephone, mail/stamp machine, photocopier and scanner.
- An acute appreciation of the need for accuracy and meeting timeline/deadline requirements.
- Work well in a team-oriented organization.
- Ability to work in an ever-changing work environment with some degree of ambiguity.
- Ability to gather relevant information needed to complete work assignments.
- Able to communicate professionally with staff members, contractors and the public.
- Maintain the highest levels of confidentiality and professionalism.
- Maintain focus and performance while dealing with frequent interruptions and changes in priorities.
- Work as an active member of a multi-disciplinary team.
- Work independently – motivated, self-starter.

Education

- Grade 12
- A post-secondary diploma in Management Studies, Business Administration or Degree.
- Coursework in organizational practices or human relations would be an asset.
- A combination of education and experience will be considered.

Experience:

- A minimum of 3 years related work experience.
- Personal and professional experience in the Arctic or in a cross-cultural setting.
- Candidate must have received Covid-19 vaccine.
- Candidate must pass criminal records check.

Personal Attributes and Competencies:

- Maintains performance despite ongoing stress.
- Plans activities ahead of time to manage busy work place activities.
- Is disciplined and has ability to manage timelines and multitask.
- Motivated and self-starter.
- Positive attitude/outlook.
- Maintains professionalism.

Physical Demands

- Exposure to computer work for extended times.
- Able to work in all weather conditions.
- Possible overtime required.
- Extended hours of work sometimes.
- Be able to travel a few times throughout the year.

Work Environment

- Work inside is in a clean, well-lit office or facility.
- Work outside may have some exposure to weather.
- Work can sometimes be stressful.

Mental Demands

- Requires ability to perform sequence of skilled, sometimes intricate operations.
- Follows precise instructions, prioritizing tasks and meeting deadlines.

- Outside contact occurs almost daily and often involves significant decisions, requiring tact, diplomacy and negotiation skills.
- Living in a small, isolated community with limited resources.

Validation of Job Description

This Job Description has been reviewed by and agreed to by the Executive Director and the Incumbent.

Executive Director

Incumbent

Date: _____

Date: _____