



## 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 Senior Management Team (SMT) the Executive Assistant/Office Administrator is responsible for providing clerical, administrative and executive support, document and data management and storage for three Commission offices.

## 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 office filing systems (electronic and paper) and office organization
  - 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, the seal, etc.
  - Responsible for the administration of and administrative support to the three Commission Office locations of the NPC
  - Administers and arranges the NPC sealift
  - Keeps the Public Resource Centre and reference library in neat and clean order – paper and electronic versions
  - Provide clerical support and assistance to all Directors and Managers
  - Orient new staff to the records management system, administrative form folders in conjunction with the Manager of IT and Human Resources Officer
  - Other office and administrative duties as required
  
3. Coordinates arrangements for meetings, events, consultations, forums, Commission meetings, community meetings symposiums, etc. to include:
  - Arrange for all equipment and materials and supplies
  - Provide administrative support at Commission meetings and events
  - Take minutes and maintain accurate records of decisions of staff and Commission meetings, hearings and other events
  - Arrange conference calls
  - Work with IT to upload all transcription files

4. 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
  - Responsible for managing the Executive Director schedule, travel and administrative forms
  - 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.
  
5. Responsible for Travel Administration and associated financial duties
  - Arrange and confirm all travel and accommodation arrangements for Commissioners, the senior management team (SMT), staff and consultants
  - Arrange and confirm all facilities, equipment, catering, materials and meeting arrangements
  - Research options for best travel logistics and costs
  - Prepare simplified cost comparisons for budgeting purposes
  - Provide travel related paperwork to Finance Department
  - Process and confirm travel claims, Commissioner honoraria, per diems and related forms
  - Obtain and verify all travel associated receipts
  - Update in the Travel Folder on the Public Drive all receipts for travel booked
  - Responsible for booking all travel and confirmation spreadsheets as directed by the Directors and Managers

### **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 ensuring three regional offices are having by-weekly staff meetings and keeping a central record for all three offices

### **Qualifications**

#### **Education**

- Grade 12
- A post-secondary degree in Business Administration
- Coursework in organizational practices or human relations would be an asset
- A combination of education and experience will be considered

#### **Experience:**

- A minimum of 5 years related work experience
- Personal and professional experience in the Arctic or in a cross-cultural setting and familiar with Nunavut communities
- Candidate must be willing to submit and pass criminal records check

## **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
- Ability to work with desktop applications to include Word, Excel, Publisher
- 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 general 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

## **Personal Attributes and Competencies:**

- Maintains performance despite ongoing stress
- Plans activities ahead of time to manage busy workplace activities
- Is disciplined and has ability to manage timelines and multitask
- Motivated and self-starter with a 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 on a daily basis 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:** \_\_\_\_\_