



responsible for the day-to-day management and coordination of all administrative support and service for Performance and Corporate Services and must act as a model for service excellence, and ensure timely, high quality, cost effective work with meticulous attention to detail.

This position requires an organized, detail-oriented individual who is able to manage multiple tasks/projects at once in a fast-paced environment while providing a full range of office administration services. A high degree of discretion and confidentiality is required at all times.

The position has a spending authority of up to \$5,000

## **RESPONSIBILITIES**

### **1. Provides administrative support to Performance and Corporate Services.**

- Prepares correspondence, reports, and documents for the Performance and Corporate Services Leadership Team.
- Assists in preparing presentations and other projects through research, writing, etc., using presentation and spreadsheet software, and the Internet and Intranet.
- Forwards tasks to Performance and Corporate Services Leadership and monitors progress and deadlines on the VP's behalf.
- Schedules meetings, including video/teleconferences, prepares agendas, and records minutes as required. Provides updated files and materials related to these meetings.
- Monitors and maintains Performance and Corporate Services leave schedule, training request log, and safety meeting attendance reporting.
- Tracks and Files Performance and Corporate Services attendance registers
  
- Coordination of Jurisdictional Scans.
- Proofreading and formatting of communications to staff and vendors.
- Supports the maintenance of Performance and Corporate Services records in accordance with the GNWT Administrative Records Classification System (ARCS) and the WSCC Operational Records Classification System (ORCS).
- Follows safe work practices and ensures the integrity of the WSCC's Internal Responsibility System.

### **2. Provides administrative support to Human Resources**

- Assists HR Advisors in setting up competition files, pre-screening and interviewing tasks, setting up appointments, assignments, interviews and the removal process
- Assists Benefits Officer in medical travel arrangements – booking travel, accommodations, per diems
- Support in the coordination of long service and appreciation events
- Assists the unit in file management - files personnel documents, maintains manuals, records keeping using ARCS/ORCS filing system for classifying, retrieving and disposing of materials, records and other documents

### **3. Provides receptionist duties at the WSCC front desk as the Receptionist reserve position.**

- Receives incoming telephone calls on the switchboard system and directs to appropriate WSCC Employees.
- Receives visitors to the WSCC; provides general information and directs inquiries to appropriate WSCC employees.
- Maintains a log and distribution of visitor and contractor cards.
- Arranges for parcel pick-up by local couriers.
- Maintains a log for incoming and outgoing mail and parcels.
- Maintains Reception area brochures, pamphlets, and other print media, and stakeholder hospitality supply inventories.
- Updates internal WSCC phone and fax lists, and website contact list.
- Tracks WSCC vehicle use, including distribution of vehicle keys and forwards information regarding vehicle repairs to the Facilities unit.
- Processes employer account payments.

#### **4. Other related duties**

- Works on special projects as assigned by the Managers within Performance and Corporate Services.
- Assists Performance and Corporate Services in coordinating events
- Cross training and backup for other Facilities & Records staff members to provide back up as needed
- Provides mailroom coverage as and when required
- Cross training and backup for maintaining and monitoring an inventory of office supplies and ordering office supplies as identified and authorized by the appropriate spending authority.
- Uploads documents onto the WSCC Intranet as assigned by the Managers within Performance and Corporate Services

### **WORKING CONDITIONS**

#### **Physical Demands**

Some lifting and carrying of boxes required.

#### **Environmental Conditions**

As typically associated with an office environment

#### **Sensory Demands**

As typically associated with an office environment

#### **Mental Demands**

Occasionally encounters stakeholders exhibiting frustration and whose behaviour may not always be respectful.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong administrative skills;
- Excellent organizational, interpersonal, communication (verbal and written), and analytical skills;
- Ability to maintain a strict level of confidentiality;
- Excellent computer skills (including Word, Excel, SharePoint and presentation software)
- Ability to work with minimal supervision;
- Ability to prioritize tasks, maintain professionalism during stressful situations, meet short deadlines, and manage a fluctuating workload;
- Excellent customer services skills; and
- Working knowledge of GNWT Administrative Records Classification System (ARCS) and the WSCC Operational Records Classification System (ORCS)

**Typically, the above qualifications would be attained by:**

A Business Administration diploma and a minimum of 3 years of administrative experience in a multi-disciplinary environment.

**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

**Aboriginal language:** To choose a language, click here.

- Required

**Preferre**