


ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

	Immediate Supervisor	Service Supervisor
	Location	Sudbury or Manitoulin
	Grid Placement	AS2 Grid: \$48,862 to \$60,097

OVERVIEW:

Reporting to the Service Manager, the Administrative Assistant provides a complete range of administrative support services to the teams reporting to the Service Manager and to support the Service Manager.

DUTIES AND RESPONSIBILITIES:

Clerical Support:

- Provide efficient and effective clerical and reception support to the team.
- Perform clerical functions such as preparing correspondence, faxing, photocopying and filing.
- Record and distribute incoming and outgoing mail and faxes.
- Enter confidential data into Agency databases as required.
- Draft policies, procedures and other professional documents as directed.

Administrative Functions:

- Coordinate and perform day-to-day administrative duties.
- Manage and monitor the administrative workload within the team.
- Prepare, organize, schedule and document Team and First Nation meetings.
- Coordinate logistics for team and staff projects, meetings and events.
- Record and develop meeting minutes as required.
- Prepare and submit documents to the Ministry, First Nations and other agencies.
- Conduct research and compile information for draft reports.
- Assist the Service Manager with the coordination of the annual review of service manuals.
- Work within timeframes and manage a high and varied administrative workload of responsibilities on a day-to-day basis.
- Ensure resource material is available for meetings and special events as required.
- Coordinate travel accommodations, travel claims, and honorariums as directed by the Service Manager and required team members.
- Assist with special projects when required.
- Coordinate, keep up-to-date and maintain work schedules and calendars of Service Managers.

Public Relations and Implementation of Financial Processes:

- Administer financial processes and to develop and distribute promotional material.
- Implement financial processes in the performance of duties such as completing purchase orders, cheque requisitions and requests for payment, as well as securing quotes etc.
- Order, design, develop and distribute public relations pamphlets and supplies.
- Maintain a calendar of events, respond to requests for attendance at events and coordinate Agency representation in collaboration with the Service Manager.

- Prepare presentation materials.
- Prepare reports, news releases, communiques and newsletters as required.
- Schedule and update meetings, speaking engagements and appointments and send reminders to the Service Manager.
- Maintain and present a positive and professional image of the Agency departments at all times.

Administration and Reporting:

- Complete administrative functions and reports, and adhere to Agency policies, procedures and relevant practices.
- Maintain filing system of Service Manager documents.
- Ensure confidentiality and safekeeping of all Agency documents and records.
- Develop and maintain accurate, up-to-date and concise work files.
- Work in compliance with Occupational Health and Safety Act and any other relevant legislation.
- Prepare and submit monthly reports, attendance records and travel expense claims.
- Follow the Agency's human resources, finance and other policies and procedures in the performance of duties.

Other Duties:

- Participate in internal or external committees as required or assigned.
- Other duties as required and assigned.

QUALIFICATIONS:

Minimum Education:

- Business Administration or related diploma.

Minimum Experience:

- Four (4) years' experience in an administration position in a First Nation or Aboriginal social services agency.
- Experience working with various office systems and equipment.

REQUIREMENTS:

- Knowledge of Kina Gbezhgomi Child and Family Services programs and services.
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare.
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabe culture, traditions and the Seven Grandfather Teachings.
- Knowledge of external services and service agencies.
- Knowledge of best practices in administration processes.

Special Skills:

- Excellent computer skills with MS Office Software.
- Excellent telephone and interpersonal skills.
- Excellent customer service skills.
- Excellent written and oral communication skills.
- Excellent planning and organizational skills.

- Excellent administrative and research skills.
- Excellent time management skills.
- Ability to work with and meet tight timelines in a fast-paced environment.
- Ability to demonstrate a high level of initiative.
- Ability to work independently with minimal supervision.
- Ability to work within a team environment.
- Ability to accurately and efficiently record and develop meeting minutes.
- Ability to develop professional documents.
- Ability to work flexible hours.
- Ability to display a positive helpful attitude.
- Ability to adapt to change.
- Ability to work with confidential and sensitive information.
- Ability to understand and speak Anishnaabemowin is a definite asset.
- Must be able to work flexible hours, possess own reliable vehicle, valid driver's license, proof of vehicle insurance (\$2 million rider liability) and travel as required.
- Must be willing to provide a "Criminal Record Search with Vulnerable Sector Screening", "Driver's Abstract" and sign a "Declaration Oath of Confidentiality."

Work Environment:

- The traditional practices of the Anishinabek will expose staff to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, will occur within the workplace.
- Positions in the field of Anishinabek Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.
- Employees can expect there will be times they will encounter inclement weather conditions while driving.

CERTIFICATION - ACKNOWLEDGEMENT OF RECEIPT

I certify that I have read, understand, and agree to the responsibilities and duties assigned to the position.

Employee's Signature	Print Name	Date (dd/mm/yy)

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

Supervisor's Signature	Print Name	Date (dd/mm/yy)