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Job Specification

Position Title: ADMINISTRATIVE ASSISTANT
Job Code: OPSEU - Office Administration 08, 08OAD
Job ID: 21912

Purpose of Position:

To provide administrative, clerical, financial, and human resources support to the Resident Geologist Program (RGP). To provide administrative support and customer service to internal and external clients (e.g. Mineral exploration and mining industry, First Nations, municipalities).

Duties/Responsibilities:

1. Providing administrative and clerical support functions by operating a variety of computer software packages (word processing, spreadsheets, databases) and using keyboarding and typing skills to produce a variety of documents, minute notes, reports (e.g. reviewing and formatting Resident Geologists Annual Report of Activities and Month End Reports), forms, charts, certificates and statistical information; Maintaining filing system, weekly schedules, in-out board, vacation planner, equipment loans.
2. Providing travel, meeting, and conference arrangements for staff , including booking travel and accommodation; coordinating physical and logistical requirements (e.g. booking rooms, arranging catering services, coordinating audio/visual , teleconference and videoconference arrangements); copying and distributing meeting material
3. Providing administrative control and asset management of equipment and computers in the RGP by ensuring files and records (e.g. inventory, purchase requisitions, invoices) are kept up-to-date and well organized. Organizing and maintaining electronic and manual filing systems, updating and retrieving information from files as requested or required. Maintaining vehicle fleet, including reconciling ARI, gas receipts and diaries, on a monthly basis. Maintaining office/cabinet keys, building passes, alarm codes, all for security purposes.
4. Performing various financial, purchasing, and revenue tasks by receiving, receipting and reconciling accounts; preparing and reviewing monthly reports on spreadsheets(e.g. travel accounts, government purchasing card reports, financial summaries); submitting budget summaries to manager, dealing with accounts payable(invoice verification); providing IFIS support to head office purchasing, tracking and verifying expenditures, purchasing supplies, goods and services, and providing assistance to staff and interview candidates in preparing and submitting travel expense claims.
5. Providing administrative human resources support to management in Resident Geologist Program (RGP) job competitions, writing WEAR forms and hiring documents for full-time, contract and SEP staff, maintaining all current benefit and salary information for staff, and ensuring all staff are current on monthly WIN entries (attendance, vacation, overtime). Maintaining resume file and responding to correspondence from SEP and public seeking employment.
6. Providing reception support services in person, and by answering incoming calls for RGP, the Mineral Development and Lands Branch and Aboriginal Relations Unit staff in the north; Receive and record messages, answer general inquiries, re-direct calls or visitors by using discretion to determine priority and urgency of communication to appropriate staff with MNDM or other ministries.
7. Providing customer service by delivering publication sales services of OGS publications (maps and reports); maintaining a regional geological reference library or research materials for staff and clients; and providing routine and general guidance to internal and external clients. Providing support to the Mining Lands Consultant and mineral industry, with products, services, and contacts, as required.
8. Providing administrative support by preparing, sorting ,and distributing incoming and outgoing mail/courier packages (e.g. opening, date stamping, logging mail); Scan all newspaper and print media exploration articles; photocopying, faxing, collating, and distributing various materials; and maintaining

and ensuring servicing of office equipment (e.g. photocopier, facsimile, printers).

9. Performing Fire Warden Duties as assigned and ensuring that a healthy workplace environment is maintained through liaison with regional MNDMF Occupational Health and Safety representatives and committees.

Knowledge:

Job requires:

- Knowledge of ministry policies, office procedures, and practices, as well as government/ministry administrative manuals, directives and guidelines (e.g. delegation of authority, IFIS procedures, government purchasing procedures, record keeping) to monitor expenditures, track equipment/computers, prepare purchasing documentation, monitoring budgets, and make travel arrangements.
- Knowledge of computer operation and related software packages (e.g. word processing, spreadsheets, databases, and electronic mail) to perform administrative and clerical support functions(e.g. preparing correspondence, reports, financial statistics, spreadsheets, sending and receiving electronic mail)
- Knowledge of programs role, functions and activities, as well as program areas information sources sufficient to answer inquiries both orally and in writing from external clients, program and ministry staff or to determine where or whom inquiries should be directed.
- Knowledge of multi-line telephone operation and reception procedures as well as knowledge of OPS Quality Service Standards as they pertain to telephone and reception protocols to provide efficient customer service.
- Knowledge of arithmetic to check staff purchases ,invoices and iexpense claims.
- Knowledge of office equipment such as printers, photocopiers, facsimiles, to operate efficiently and ensure adequate maintenance or determine if service providers should be contacted for repairs.
- Knowledge of corporate electronic and manual filing policies, practices and procedures to create and maintain filing systems
- Knowledge of mail protocols to ensure receipt and distribution of incoming mail as well as preparation of outgoing mail and courier packaging
- Knowledge of branch, division, and ministry programs/services/organizational structure to respond to routine questions or to direct callers and walk-in clients

Skills:

Job requires:

- Analytical skills to determine urgency of matters /inquiries/processes by giving priority based on knowledge of subject matter; organize own time to meet conflicting demands; identify and resolve discrepancies in invoices, expenses, coding errors; determine the most effective way to produce correspondence, reports, and tables by selecting different layout formats or software, and review and prepare monthly budget summaries.
- Judgement, reasoning skills and political acuity, to determine nature/urgency of inquiries and how to respond, determine appropriate location for material to be filed for easy retrieval by staff ; determine sensitivity of material/information being requested; and ensure that the integrity and confidentiality of information is maintained
- Problem solving skills to resolve issues relating to acquisitions, asset management and budget management by referring to administrative procedures and guidelines and head office purchasing
- Planning and coordinating skills to organize workload and ensure priorities are met based on own knowledge of issues and /or discussion with manager , make arrangements for travel, meetings, conferences, and keep track of all staff schedules
- Oral Communication skills to deal effectively with clients by telephone or in person; convey appropriate messages and information in a clear and concise manner utilising correct terminology ; receive and redirect phone calls; take messages(oral and written);
- Written communication, word processing, keyboarding and typing skills; receive and send written messages to staff electronically; to compose correspondence, routine cover letters and administrative reports using prescribed formats ensuring accuracy of spelling and grammar.
- Tact and interpersonal skills to respond to requests for information from clients, the public, stakeholders and ministry staff, and discuss/resolve administrative issues with appropriate ministry corporate staff , such as completing forms and obtaining clarification/advice on procedural requirements

Freedom of Action:

Job requires:

- Working within well documented and established ministry and government policies and procedures associated with financial reporting, budget documentation, asset control and inventory, correspondence tracking, purchasing, filing, and delegation of authority.
- Performing tasks with minimal direct supervision with the freedom to set priorities to meet deadlines.
- Work is periodically reviewed by manager for accuracy and completeness
- Referring to manager situations which are not covered by established procedures such as non-routine or urgent queries, contentious issues, questions, and conflicting deadlines.