



Job Specification

Position Title: Administrative Assistant
Job Code: OPSEU - Office Administration 08, 08OAD
Job ID: 35757

Purpose of Position:

To provide administrative and financial support to the Northwest Science and Information Section (NWSI). To provide customer service to internal and external clients.

Duties/Responsibilities:

1. Supports human resources planning and management activities by maintaining the Section/Unit position inventory database to track and report on positions and FTE`s and monthly reporting of staffing activities including secondments, acting assignments, seasonal and contract staff. Prepares draft contract and secondment agreements.
 2. Coordinates budgetary, financial and revenue activities for the unit including preparing calendarizations, commitment, status and variance monitoring. analysis and reporting and government purchasing card reconciliation; assisting with accounts payable activities (e.g. invoice verifications, special purpose account funds, Petty Cash; providing IRS input, e.g. keying acquisition data and balancing Project Management Access database to IFIS, receiving purchase orders and expenditure accounting (e.g. tracking and verifying expenditures en behalf of team); identifying variances and coding errors and taking corrective action, preparing journal entries, preparing financial reports (e.g. travel accounts, GPC reports, 6/6 and 9/3 summaries) for manager and team members; preparing distribution sets for travel accounts and vehicle expenses, advising specialists with the requisition of goods and services. Billing and receiving revenues generated from NWSI activities (e.g. workshop registration, property charge backs, partnerships agreements).
 3. Provides Human Resources services by processing and preparing payroll documentation for input for classified, unclassified and seasonal employees, providing information to Coordinator and manager regarding length of employment, to determine employees` eligibility to work, notifying appropriate Supervisors when expiry dales of contracts exceed allowable periods of employment. Maintaining local/section personnel files. Keeping up-to-date personnel records for Section/Unit, e.g. retirements, secondments and leaves. Performs the functions of Attendance Clerk Co-coordinator responsible for tracking Schedule A employee hours and seniority hours. Preparing WIN hiring documents and unclassified staff contracts, e.g. WIN Employee Action Request Form (WEAR).
 4. Provides administrative and clerical support to assets and facility management by maintaining up-to-date entries and records related to vehicles, computers, field, office, audio-visual and technical equipment. Ensures new acquisitions are reported and entered into appropriate ministry databases (e.g. MAIS inventory system), organizes vehicle acquisitions, maintenance and vehicle diaries (e.g. ARI vehicle service provider). Arranges for workplace repairs, maintenance and improvements. Monitors bookings for the computer training room ensuring room and equipment readiness providing client access and processing charge backs for use.
 - 5 Provides clerical and administrative support to health and safety activities for the Team by distributing Joint Health and Safety Committee minutes, building inspection reports. safety materials and arranging training and posting field emergency safety plans, assisting with accident/incident reporting.
 - 6 Provides clerical, administrative and team program support by purchasing supplies, arranging for the rental/purchase of office equipment, receiving incoming and preparing outgoing mail, maintaining filing system: arranging meetings and conference calls, recording and composing minutes, preparing agendas, notices, and background materials for meetings, ordering refreshments and any necessary equipment (e.g. flip charts, overhead projectors and LCD computer projection machines), photocopying various materials, composing, editing, and formatting correspondence, and proof reading reports - checking for accuracy, grammar and punctuation.
 7. Managers can assign additional duties.
- The incumbent shall, while in the workplace conduct themselves in compliance with the Occupational Health and Safety Act and any workplace practices as directed by their immediate supervisor.

Knowledge:

Job requires knowledge of government and ministry office administration policies, procedures, and practices associated with administrative, financial, human resources and office management, to provide support to section/unit staff (e.g. processing expense claims and time sheets, making purchases and following financial and purchasing procedures (IFIS), establishing and maintaining electronic records, hiring practices and documentation required - WIN).

Job requires knowledge of program related policy, procedures, and activities to provide verbal and written information in response to general inquiries from ministry staff, publics, and industry clients. Job requires knowledge of program related terminology to accurately prepare correspondence, reports, and presentations for staff.

Job requires knowledge of arithmetic to verify and reconcile expenditures, prepare expense claims maintain financial records and assist in the preparation of unit work plans and budget estimates.

Job requires knowledge of commercial and corporate software programs (e.g. fully programmable word processing, data base, electronic mail, electronic organizers, Spreadsheet applications, government financial, revenue, and human resource applications, and the Internet) in order to perform a variety of duties such as typing correspondence and reports, inputting and retrieving data, scheduling events and tracking expenditures.

Job requires knowledge of document retention schedules and file management procedures to maintain filing Systems.

Job requires knowledge of office equipment operating procedures (e.g. photocopier, facsimile, postage meter, printers) to ensure equipment functions properly by replacing toner cartridges and paper supplies.

Job requires knowledge of client services practices, telephone operation and etiquette to provide effective reception services by responding to general requests for information.

Job requires knowledge of worker responsibilities as outlined in the Occupational Health and Safety Act

Skills:

Job requires analytical skills to determine urgency of matters/inquiries/processes and give priority based on knowledge of subject matter or by discussing with supervisor/area learn staff; to identify and resolve discrepancies in invoices, expenses, coding errors, and accounts receivable on behalf of learn; to determine the most effective way to produce correspondence, reports, charts and tables, by trying different layout formats or software packages.

Job requires analytical and evaluative skills to determine nature of inquiries and how to respond (e.g. which information to provide by referring to policies and procedures or by forwarding more complex inquiries to other technical/ professional staff/supervisors including issues of confidentiality).

Job requires oral communication skills to convey information (e.g. nature of workshops / training sessions); to greet and deal with client groups and the general public, using tact and diplomacy in responding to inquiries and resolving complaints/issues (e.g. workshop registration); to provide and retrieve information from staff on field assignments (e.g. giving status of their location and time).

Job requires written communication skills to compose general correspondence, workshop notices, meeting minutes and to check spelling/grammar/format in correspondence and reports prepared by others.

Job requires planning skills to make local arrangements for meetings, preparing for training sessions, seminars and workshops (e.g. team meetings, science workshops), on own or as a part of the area team; coordinating travel arrangements and accommodations for area team members and invited speakers, to organize own workload to ensure priorities are completed within established time frames, as the work is varied and often done for several principals.

Job requires arithmetic skills to account for cash float, tracking accounts or expenditures, monitoring area team allocations and expenditures (e.g. reviewing general ledger reports and transaction listings), purchasing supplies via purchasing card or requisition system, inputting financial data (e.g. travel claims, goods and services invoices).

Typing skills to ministry standards.

Freedom of Action:

Job requires adhering to and accessing relevant Ministry policies, procedures, guidelines, directives, established practices and file information to provide answers to inquiries and resolve client concerns (e.g. Travel, Meal and Hospitality Directive, Procurement Directive).

Job requires making decisions on own initiative (e.g. composing correspondence, arranging logistics for workshops and seminars) based on questioning staff to determine objectives and ensure accordance with policies and directives, identifying and rectifying errors (e.g. coding errors on invoices).

Job requires performing tasks with minimal direct supervision and working independently to establish work priorities and resolve issues within established policies, procedures and directives.

Job requires referring to supervisor on matters of an unusual/potentially contentious nature or which represent a contravention of policies, procedures or normal business practices (e.g. purchase of services from external providers).