

## CHAMPAGNE AND AISHIHIK FIRST NATIONS

<b><u>Identification:</u></b>	<b>Property Services Administrative Assistant</b>
<b><u>Department:</u></b>	Property Services
<b><u>Supervisor:</u></b>	Director, Property Services
<b><u>Date:</u></b>	July 18, 2019
<b><u>Wage Level:</u></b>	5
<b><u>Status:</u></b>	Regular Full-time

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A. **Job Summary:**

Under the supervision of the Director of Property Services, this position serves as the main contact for providing a wide range of administrative support functions for the Property Management, Municipal Services Housing and Capital Projects Branches.

B. **Main Duties:**

1. To provide numerous administrative, secretarial and clerical functions in order to support different branches of the Property Services Department by:
  - Providing reception duties including: receiving/routing messages and calls, answering general inquiries;
2. Verifying, entering, recording, processing information and assisting in ensuring effective data entry into a computerized system from a variety of sources such as:
  - Production records,
  - Billing information,
  - Purchase orders,
  - Customer work orders,
  - Invoice coding, Invoices,
  - Training,
  - Travel claims,
  - Cheque requisitions,
  - Leave forms/time sheets/timecards,
  - Other financial documents.
  - Contract filing/coding management, etc.
  - Maintaining records.
3. Processing incoming and outgoing mail, faxes, and emails such as:
  - Drafting or revising routine business letters, documents and reports;
  - Word processing a wide variety of correspondence, documents, minutes and reports from dictation, rough copy, written notes and other general directives;
  - Distributing written information, pamphlets and related program materials in response to requests from callers and membership, and as directed by the branches;
  - Maintaining manual and computerized filing and database systems;
  - Preparing and processing invoices - accounts receivable and payable;

4. To ensure the cleanliness of all CAFN community and administration buildings and maintain the employment and/or contracts for custodians by:
  - Coordinating Community Hall bookings and ensuring rooms are clean;
  - Ensuring each community and administration building has consistent cleaning duties performed at regular intervals;
  - Providing oversight and quality control for janitorial service in each CAFN building;
  - Developing a comprehensive and clear cleaning checklist for each CAFN building;
  - Monitoring, supervising and evaluating janitorial staff and/or contractors.

C. **Job Knowledge and Skills**

**Education and Experience:**

Grade 12 or training in office administration or secretarial program with coursework in computer applications in word processing, spreadsheets, and database programs or an equivalent combination of education, training and work experience.

**Job Knowledge:**

- Knowledge of general office procedures and practices
- Knowledge of basic accounting principles and practices
- Knowledge of CAFN policies and procedures
- Knowledge of agenda and minute preparation
- Knowledge of spreadsheets and database programs
- Knowledge of manual and computerized filing systems and procedures

**Management Skills:**

- Excellent organizational and time management skills
- Ability to coordinate and schedule tasks to meet deadlines
- Able to manage own work load

**Specific Skills:**

- Good oral and written communication skills
  - Ability to work independently and with minimal supervision
  - Ability to maintain manual and computerized files
- Interpersonal Skills:

D. **Decision Making:**

The work of the position is assigned by the Property Manager. Problems are of a recurring nature and easily solved through reference to established standards and precedents. The supervisor will be available for more complex problems.

E. **Impact/Accountability:**

The Property Manager is responsible for developing the Branch's goals, objectives and long term priorities for this position with some input from the incumbent. The incumbent will be responsible for determining day-to-day operations and will have to manage priorities of both branches.

F. **Positions Supervised:**

CAFN Janitorial staff and contractors

G. **Working Conditions:**

There are some deadline requirements for this position in the processing of administrative paperwork. Interruptions occur often. Some concentration is required when performing computer and administrative work. The incumbent will have to deal with angry and upset clients complaining about various housing, property or municipal concerns and issues.

H. **Conditions of Employment**

- A valid Yukon class 5 driver's licence
- Able to travel, if and when required

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

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Director, Property Services

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Date

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Employee

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Date