

CHAMPAGNE AND AISHIHIK FIRST NATIONS

Identification: Administrative Assistant
Department: Property Services
Supervisor: Administration Officer
Date: April 13, 2022
Wage Level: 5
Status: Regular Full-time

A. **Job Summary:**

Under the supervision of the Administration Officer, this position provides administrative, secretarial and clerical functions in order to support the Administration Officer and the different branches of the Property Services Department. The incumbent will assist with maintaining and the coordination of CAFN fleet vehicles and the custodial services to the CAFN community and administration buildings.

B. **Main Duties:**

1. To provide administrative, secretarial and clerical functions in order to support the Administration Officer and the different branches of the Property Services Department (Property Management, Municipal Services, Rental Housing and Capital Projects) by:
 - providing reception duties including: receiving/routing messages, emails, faxes, mail and calls;
 - answering general inquiries;
 - 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 Citizens, and as directed by the branches;
 - maintaining manual and computerized filing and database systems;
 - preparing and processing invoices - accounts receivable and payable;
 - assisting with preparing and processing invoices, cheque requisitions, timesheets, travel claims, vehicle and hotel bookings, etc.;
 - purchasing supplies and parts, as required; and
 - 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,
 - staff training,
 - travel claims,
 - cheque requisitions,
 - leave forms/time sheets/timecards,
 - other financial documents.
 - contract filing/coding management, etc.
 - maintaining records

2. Maintaining and coordinating operations of CAFN fleet vehicles
 - booking appointments, processing invoices etc.;
 - coordinate all scheduled maintenance, repairs, and recalls of vehicles, as needed;
 - ensure vehicles have required safety equipment (e.g. first aid kit, fire extinguisher, booster cables, road side hazard markers, spare tire, cleaning/sanitizing supplies, etc.);
 - maintain inventory of spare parts and tires;
 - monitor fuel usage;
 - maintain a database of vehicle information;
 - help coordinate the delivery of keys, clip board, gas card and paperwork to those requesting a vehicle;
 - make sure all paperwork inside the vehicle is current i.e. registrations, insurance cards;
 - help maintain accurate records of those who are cleared to drive CAFN owned vehicles;
 - keep track of current mileage on all vehicles; and
 - other duties, as assigned.

3. To ensure the cleanliness of all CAFN community and administration buildings and maintain the employment and/or contracts for custodians by:
 - maintaining a list of all Custodians (e.g. contact information, employment status, etc.);
 - monitoring, supporting and evaluating custodians and/or contractors;
 - coordinating community hall bookings and ensuring rooms are clean before and after the event;
 - 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; and
 - developing and maintaining a comprehensive and clear cleaning checklist for each CAFN building.

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 general secretarial functions, such as agenda preparation and minute taking
 Knowledge of basic accounting principles and practices
 Knowledge of computer software applications
 Knowledge of spreadsheets and database programs
 Knowledge of records management 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 with minimal supervision

Specific Skills

Excellent oral and written communication skills
 Ability to maintain manual and computerized files
 Ability to multitask and to be flexible when priorities shift
 Excellent customer service skills

Interpersonal Skills

Ability to work in a team environment

Ability to deal with internal and external contacts in a professional and courteous manner

Ability to enforce policy with tact and diplomacy

Ability to handle sensitive, highly confidential documentation and maintain strict confidentiality

D. Decision Making:

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

E. Impact/Accountability:

The Property Services Director is responsible for developing the department'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 all department branches in coordination with the Supervisor.

F. Positions Supervised:

None

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

- Criminal Records Check
- Valid Yukon Class 5 Driver's License
- Willingness to work evenings and/or weekends, as required
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Ability and willingness to travel, as required
- Mandatory confidentiality is a condition for all CAFN personnel
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious; and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous government.

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. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director of Human Resources

Date

Director of Property Services

Date

Senior Director, Government Services

Date

Employee

Date