

CHAMPAGNE and AISHIHIK FIRST NATIONS

**Identification:** Administrative Assistant  
**Department:** Human Resources  
**Supervisor:** Director of Human Resources  
**Date:** January 11, 2021  
**Wage Level:** 5  
**Status:** Regular Full-Time

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A. **Job Summary:**

Reporting to the Director of Human Resources (HR), this position provides administrative and clerical support for the human resource services functions of the organization. The Administrative Assistant will provide support to the departmental Director, Human Resources Officers, and the Occupational Health and Safety Officer, and perform other related duties.

B. **Main Duties:**

1. Provides a wide range of administrative support, including:
  - preparing and/or formatting documents such as letters of offers, result letters, and other correspondence
  - word processing, drafting, reviewing/editing correspondence and documentation for the Director and staff of the department
  - copying, faxing, processing mail, and maintaining efficient hardcopy/electronic filing systems for the Department
  - receiving applications and preparing/closing competition files for the Human Resources Officer
  - assisting HR staff in developing, posting, and maintaining a monthly training calendar and reserving training rooms
  - assisting with, and maintaining, historical and statistical human resource information in a database and software
  - making travel and registration arrangements for staff proceeding on approved training or education pursuits
  - receiving, screening, and transferring calls, and answering routine inquiries and taking messages
  - receiving, directing, and screening visitors
  - scheduling appointments and dealing with routine administrative inquiries
  - organizing meetings for HR department staff including booking travel and accommodation
  - booking and maintaining boardroom facilities, and at times staff vehicles, using the Outlook system
  - preparing agendas and background information packages as requested
  - preparing, recording, and transcribing minutes for departmental staff meetings as well as for

Administrative Assistant  
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Position No.:

- meetings of the Occupational Health and Safety Committee
  - creating and maintaining personnel and position files for employees, including archiving of such files, as required
  - maintaining an inventory of central office supplies, and researching and placing orders for office stationery, paper, and other supplies, when required
  - assisting, preparing, and maintaining expenditures for department staff such as cheque requisitions and purchase orders
2. Assists the Human Resource staff with recruitment activity, training plans, and performance evaluations by:
- maintaining and updating recruitment data for year-end reporting, as directed
  - assisting the HR Officers with HR training and workshops to staff and citizens such as resume writing, interviewing skills, and/or health and safety workshops
  - monitoring and maintaining accurate records of individual staff training plans including underfills and mentorships, and their progress and outcomes
  - assisting the HR Officers in developing and maintaining strategic training plans, as required
  - assisting with developing and maintaining of a monthly calendar to track performance evaluations and providing reports to departmental directors
3. Assists the Occupational Health and Safety Officer with occupational health and safety duties by:
- ordering appropriate personal protective equipment (PPE) and supplies
  - ensuring all work locations and vehicles are stocked with necessary supplies
  - inspecting CAFN Offices and identifying any health and safety hazards
  - providing input into health and safety policy and procedures, in collaboration with the OH&S committee
  - providing annual statistics and reporting to the territorial and Federal governments.
  - assisting in the development of the contingency plans of field trips and camps, as needed
4. Performs other duties such as:
- maintaining all office equipment and referring for service when required
  - preparing general contracts for Director's review and approval
  - contributing to a variety of projects, including staff morale initiatives, reviewing, and updating procedures, and sharing best practices with team members
  - performing other related duties as required.

C. **Job Knowledge and Skills:**

**Education and Experience:**

Grade 12 or GED with successful completion of at least two years' post-secondary education in office/business administration, human resources, or related field. Experience in providing administrative support to management as well as providing client service in an office environment. Proficiency in working

with MS Office (Outlook, Word, Excel, and Internet) is required. Experience with database management systems would be an asset. An equivalent combination of education, training and/or experience may be considered.

**Job Knowledge:**

- Knowledge of CAFN history, culture, demographics, goals, and aspirations
- Awareness and familiarity of CAFN Strategic Plan
- Knowledge of general office procedures
- Knowledge of record management systems

**Management Skills:**

- Possess good organizational and time management skills
- Ability to manage own workload with minimal direction
- Ability to make administrative decisions and solve administrative problems

**Specific Skills:**

- Ability to operate computer applications such as Outlook, Word, and Excel
- Possess well-developed verbal communication skills
- Strong writing skills with attention to detail in spelling, punctuation, and grammatical usage
- Ability to take minutes, transcribe, and ensure correctness

**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 handle sensitive, highly confidential documentation and maintain strict confidentiality

D. **Decision Making:**

The position receives direction primarily from the HR Director and other HR Staff. The incumbent will be required to use discretion and judgment when scheduling appointments, meetings, and assembling background materials, providing appropriate information to clients, and developing effective administrative support systems. Most of the decisions are of a routine nature. The incumbent is expected to work with minimal supervision.

E. **Impact/Accountability:**

This position is accountable for providing reception and administrative assistance to the department. Departmental administrative records will be updated and maintained – both electronic and paper. The credibility of the Department will be maintained by keeping a high level of confidentiality.

The position is also accountable for providing effective and courteous assistance to CAFN citizens.

F. Positions Supervised:

None

G. Working Conditions:

This position is located in a normal office environment. The position is sometimes required to meet regular and critical deadlines in carrying out requests and/or processing administrative paperwork but will require little overtime. There are occasional interruptions from staff and clients. Some concentration is required when reviewing and compiling information. The incumbent may occasionally deal with emotional or upset individuals. Some occasional travel to various locations within Haines Junction and to Whitehorse may be required.

H. Conditions of Employment:


- Must respect and maintain confidentiality
- Criminal Records Check
- Valid Yukon Class 5 Driver's License
- Able and willing to travel to CAFN communities, as required
- 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.

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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.

  
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Director of Human Resources

April 12/21  
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Date

  
\_\_\_\_\_  
Senior Director, Government Services

April 12/21  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date