

JOB DESCRIPTION

Section 1 – Identifying Data

<i>Position Title</i>	Administrative Assistant - Designated Office - Yukon Environmental and Socio-economic Assessment Board (YESAB)
<i>Incumbent</i>	
<i>Supervisor's Title</i>	Manager – Designated Office
<i>Branch/Unit</i>	Watson Lake Designated Office
<i>Location</i>	Watson Lake
<i>Date Amended</i>	June 2009
<i>Valid Class 5 Yukon Driver's Licence</i>	
<i>Salary Range</i>	\$47,336.65 - \$54,357.58

Section 2 - General Summary

The Administrative Assistant is responsible for providing reception and administrative support to the staff of the Designated Office (DO).

Section 3 – Organizational Structure

This position along with an Assessment Officer reports directly to the Manager, DO who reports to the Executive Director.

Section 4 – Principal Duties and Responsibilities (limit to 10 Duty Statements)

1. Receives, screens and routes telephone calls and visitors, provides documents and information as requested and responds to general enquiries, liaises between clients and YESAB personnel, notifies personnel of the arrival of visitors for appointments, etc. and ensures that visitors are dealt with promptly and directed to the appropriate personnel.
2. Processes and maintains all mail for the DO including sealing and stamping outgoing mail, completing all necessary forms for mail requiring special handling (i.e. double registered) and delivering to post office, or arranging for courier pickup and delivery and processing large mail-outs.
3. Receives, sorts and delivers all faxes and deliveries for the DO, including determining who should receive the fax or incoming deliveries and reviewing invoices/packing slips to ensure that the complete order has been delivered.
4. Provides administrative office support (e.g. word-processing services, data entry, photocopying, etc.) on an as needed basis.
5. Develops and maintains filing systems for DO correspondence and documents.
6. Arranges meetings, takes minutes and collates information and statistics as directed.
7. Arranges for repair of office equipment and monitors/orders office supplies through YESAB head office.
8. Assists DO staff with research and work projects, as required.

Section 5 – Contacts

- Public - to exchange information and respond to inquiries;
- YESAB staff - to exchange information, take messages, and arrange meetings and to respond to enquiries.
- Members of the YESAB - to exchange information, arrange meetings and travel and provide assistance.
- Vendors, suppliers and contractors - to exchange information

- Other Government and non-government agencies/departments

Section 6 - Specific Accountabilities/Final Decisions

- determines own work priorities within established deadlines.
- responses to inquiries from the general public.
- opening and closing of files.
- accuracy of information processed by this position.

What are the impacts of performing the Principal Duties and Responsibilities?

As first contact with clients/public, the incumbent's knowledge, actions decisions, and service will influence YESAB's public image. Position creates an important impression of the Board with clients who call or visit.

Section 7 - Working Environment

Generally the incumbent works in an office environment.

Section 8 – Knowledge and Skills

- Knowledge of office procedures and practices
- Knowledge of the operation of PC terminal, printer and photocopier.
- Strong interpersonal skills to work effectively with clients, the general public and YESAB staff.
- Good organizational skills
- Ability to communicate accurately and effectively orally and in writing
- Good keyboarding skills and ability to use a variety of software packages (MS Word, Excel, Outlook, Internet)
- Ability to deal with frequent interruptions and changing priorities
- Ability to use discretion and judgement in dealing with clients/public
- Ability to work independently and take initiative
- Cross cultural awareness and sensitivity

Section 9 - Signatures

The above information on this 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.

<p><u>Supervisor:</u> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>Supervisor: _____</p> <p>Date: _____</p>	<p><u>Incumbent</u> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>Incumbent: _____</p> <p>Date: _____</p>
<p><u>Executive Director:</u> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>Executive Director: _____</p> <p>Date: _____</p>	