

# MATAWA FIRST NATIONS MANAGEMENT



## FOUR RIVERS GROUP Job Description

### ADMINISTRATIVE ASSISTANT

## **PURPOSE OF THE POSITION**

Established in 2011, the Four Rivers Group (FRG) provides environmental advisory and technical services, **centered in supporting self-sufficient and self-reliant communities**. Key services focus in the areas of Project Management, Communications & Engagement, Geospatial Information Systems & Mapping, Training, and Environmental Services.

Four Rivers Group employees operate in a team environment, where tasks are shared between team members based on individual team member strength, availability and operational need. At this time, Four Rivers Group requires the skills of an Administrative Assistant to help advance its goals by enhancing operations and supporting overall office and operations coordination.

## **SCOPE**

Matawa First Nations Management (MFNM) is the parent organization to the Four Rivers Group. The Four Rivers Group carries out projects and initiatives both on behalf of MFNM and wholly owned subsidiaries of MFNM, including Four Rivers Inc. Those projects and initiatives of MFNM, which are publically funded and in service of the Matawa member First Nations is referred to as the operations of Four Rivers Matawa. Those projects and initiatives of Four Rivers Inc., which are for-profit and in service of any community or group are referred to as the operations of Four Rivers Inc. The Administrative Assistant will support the advancement of any project or initiative affiliated with the Four Rivers Group, in accordance to organizational need and their individual skills and capacity.

The Four Rivers Group was initially established to support Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years Four Rivers Group has developed into a team of dedicated and enthusiastic professionals from a wide array of experiences and backgrounds. The team supports a large number of projects and initiatives across Northern Ontario throughout the year. Four Rivers Group strives to deliver services that are community centered and innovative.

The Administrative Assistant, will work under the supervision of the Four Rivers Group Manager, as part of a Four Rivers Group administrative team. The Administrative Assistant will assist and support all Four Rivers Group projects and activities and ultimately help Four Rivers Group achieve overall operational goals. The Administrative Assistant will need to possess a multitude of skills from customer service, and public relations skills to communication and organizational skills as well as skills in the areas of accounting, human resources and reporting in order to carry out a wide variety of tasks and duties in a highly variable and dynamic work environment.

Anticipated Administrative Assistant duties include activities as Receptionist and other initial point of contact responsibilities, Operations Coordination and Support, Accounts & Database Management, Logistics, Reporting & Communications, Human Resources, Quality Assurance Management Systems and Special Projects. It is anticipated that other Four Rivers Group team members will share administrative duties in the areas of Public Relations and Communications and Systems Administration as well as overall Supervision and Coordination.

## **RESPONSIBILITIES**

The Administrative Assistant will support the operations and delivery of Four Rivers Group projects through Reception/Initial Point of Contact duties, Operations Support & Coordination, Accounts & Database Management, Logistics Support, Reporting & Communications, Human Resources Support, Quality Assurance Management Systems Support and the through other duties and the delivery of special projects.

### **1. Reception/Initial Point of Contact**

#### Main Activities

- Answer incoming calls and handle caller's inquiries whenever possible
- Receive, direct and relay telephone messages, fax messages emails and other electronic messages
- Greet, assist and/or direct students, visitors, First Nation members and the general public
- Direct First Nation members and the general public to the appropriate staff member
- Sort and prepare daily mail
- Open and date stamp all general correspondence
- Maintain a record of and distribute all correspondence
- Acknowledge and prepare responses to correspondence, e-mail and telephone calls and voice mail to Four Rivers Group and the Manager of Four Rivers Group where appropriate
- Respond to public inquiries;
- Ensure the lobby/reception area is kept organized and tidy
- Collect, Print and stock information materials for resource rooms and information displays.
- Update Four Rivers Group' announcement/reader boards and message boards.

### **2. Operations Support & Coordination**

#### Main Activities

- Help maintain and adequate inventory of all office supplies and operational resources
- Help monitor the use of supplies and equipment, including developing and maintain resource order/sign-out and inventory systems
- Assist in coordinating the storage, repair and maintenance of equipment & resources
- Assist in organizing and maintaining Four Rivers Group files and databases
- Assist in coordinate environmental information inventories & coordinate community information distribution

### **3. Accounts & Database Management**

#### Main Activities

- Take payments, issue receipts and prepare and issue invoices
- Assist in the tracking and invoicing of employee hours on projects
- Assist in the management of Four Rivers Group accounting systems
- Prepare purchasing documentation for supplies, travels, & equipment as required, and generally oversee purchasing records to ensure compliance with operational procedures

- Assist with financial & project reporting
- Assist with project or program budget tracking

4. **Logistics Support**

Main Activities

- Coordinate and arrange travel for the Four Rivers Group/MFNM employees, where applicable
- Support Four Rivers Group travel arrangements including committee, meeting, workshop, conference or board travel if applicable.
- Coordinate and arrange facilities and related event services for Four Rivers Group meetings, workshops or conferences where applicable.

5. **Reporting & Communications**

Main Activities

- Develop & maintain a calendar of upcoming events or notices in member First Nations and with Four Rivers Group and MFNM for update announcement boards, information materials and publications as required.
- Assist with the updating and maintenance of Four Rivers Group communications media (website, social, radio, extranet).
- Assist or coordinate the development, preparation, formatting, finalization, printing and assembling of reports, publications, factsheets, information packages, meeting packages and other materials.
- Assist with the translation of documents, reports, publications, factsheets, information, meeting packages and other materials if applicable.

6. **Human Resources Support**

Main Activities

- Assist in preparing hiring packages, assist with hiring and post-hiring processes
- Assist with documentation and paperwork associated with maintaining human resource files
- Assist with the coordination and supervision of contract/temporary/casual/summer student staff

7. **Quality Assurance and Quality Management (QA and QM) Systems Support**

Main Activities

- Assist in the coordination of Four Rivers Group Quality Assurance and Quality Management Systems and facilitate employee compliance
- Schedule Four Rivers Group QA and QM activities

8. **Other/Special Projects**

Main Activities

- Other duties and tasks as required and as directed according to team member strength, availability and operational need.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A degree/diploma in Office Administration or a related field, and/or related experience
- At least 3 years experience working in and administrative position
- Excellent knowledge of Microsoft Office Suite and other computer applications
- Experience working with budgets and accounts is a definite asset
- Fluency in Ojibway, Cree or Oji-Cree is a definite asset
- An understanding of the Matawa First Nations cultural and political environment is a definite asset

### **Skills**

The incumbent must demonstrate the following skills:

- Excellent Secretarial Skills
- Excellent Interpersonal Skills
- Strong Typing/ Word Processing Skills
- Advanced Computer Skills
- Excellent Organizational Skills
- Excellent Communication, Oral and Written Skills
- Excellent Time Management Skills
- Ability to multi-task and set priorities
- Ability to make travel arrangements
- Ability to organize purchases and take payments
- Ability to facilitate compliance with operational procedures
- Ability to identify operational needs and maintain inventories

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Administrative Assistant. The incumbent must also demonstrate the following personal attributes:

- Honest and Trustworthy
- Sound Work Ethics
- Cultural Awareness & Sensitivity
- Respectful
- Well Organized
- Outgoing & Personable
- Open to challenges & learning
- Dedicated
- Flexible/ Adaptive & Innovative
- Patient

## **WORKING CONDITIONS**

The Administrative Assistant will work primarily in an office setting and may also be required to travel to the field (i.e. First Nation communities, remote communities, wilderness, lakes/rivers, wetlands, heavily forested areas) to perform the roles and responsibilities associated with their position.

### **Physical Demands**

The Administrative Assistant may have to travel in all weather, in small aircraft or spend prolonged periods of time in a vehicle. He/She may have to lift, carry and manage office equipment and supplies. He/She may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. He/She may have to wear specialized field or safety equipment which may be heavy and overly warm (ie steel toed boots, chest waders etc.). He/She, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). He/She may have to work odd or long hours at a time to complete special requests or projects. He/She may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

#### *Office setting:*

The Matawa Building may be a busy facility. The Administrative Assistant may have to work with a number of people and projects at one time, and may be interrupted frequently to meet the needs and requests of Matawa First Nation Communities and Four Rivers Environmental Services Group. He/She may find the environment to be busy, noisy and will need excellent organizational, and time/stress management skills to complete the required tasks.

#### *Field setting:*

The Administrative Assistant may be required to work in various weather conditions (hot, rain, snow cold). He/She may have to work alone in remote environments and wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). He/She may be required to carry and use safety gear (i.e. first aid, radios, life jackets, GPS, compass, protective gloves or glasses) and navigate by map. He/She may have to work for long periods of time outdoors, and may be exposed to various insects and some remote camping. Occasional site visits may be required to industrial sites. All site-specific safety controls must be adhered to, along with site specific safety training and equipment.

### **Sensory Demands**

Sensory demands can include reading and the use of computer which may cause eye/wrist strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Administrative Assistant to concentrate.

### **Mental Demands**

The Administrative Assistant will have to manage a number of requests and projects at one time. He/She must be aware of Tribal Council policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with stressful situations. Travel and field work may cause fatigue.

## CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.