

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Regional Priorities & Jurisdiction Administrative Assistant

PURPOSE OF THE POSITION

The Regional Priorities & Jurisdiction Administrative Assistant is a highly skilled and self-motivated administrative professional who will work directly with the Regional Priorities & Jurisdiction office in a dynamic but demanding and fast-paced political and administrative office environment.

SCOPE

Under the supervision of the Program Manager, the Regional Priorities & Jurisdiction Administrative Assistant will provide day-to-day support and assistance to the Program Manager, Regional Priorities & Jurisdiction office, as required by providing administrative support that includes managing correspondence and workflow; documents, travel, appointments, meetings, filing, purchase orders, memorandums, meeting minutes, operate standard office equipment: computer, scanner, fax machine, photocopier and multi-line telephone.

The Regional Priorities & Jurisdiction will be required to complete other duties as requested or required.

RESPONSIBILITIES

1 Correspondence and Workflow

Main Activities

- Coordinate activities for the Regional Priorities & Jurisdiction office
- Acknowledge and prepare responses to routine correspondence, e-mail and telephone calls and voice mail for the Regional Priorities & Jurisdiction office
- Coordinate and maintain up-to-date filing system
- Develop and maintain files, templates and meeting materials
- Provide general assistance to the Regional Priorities & Jurisdiction office by referring calls to appropriate staff; taking detailed messages, monitor and track correspondence
- Maintain Quality Assurance materials as identified in ISO 9001:2015

2. Communication, Referrals and Public Relations

Main Activities

- Maintain up-to-date contact information for Matawa First Nations Management
- Maintain up-to-date contact information for Matawa Chiefs Council
- Notify Regional Priorities & Jurisdiction office of updates regarding Matawa First Nations' departments

3. Meeting Arrangements

Main Activities

- Coordinate meeting preparation with the Regional Priorities & Jurisdiction office
- Ensure meeting room is set-up for meetings/events in a timely manner and resources are returned following the meetings/events
- Off-site meeting preparation will be required

4. Travel

Main Activities

- Coordinate and arrange travel for the Regional Priorities & Jurisdiction office and the Regional Priorities & Jurisdiction Working Group, as well as for meeting guests/delegates as directed and required
- Prepare and submit expense claims for the Regional Priorities & Jurisdiction office, as required
- Ensure that expenses and/or travel claims for the Regional Priorities & Jurisdiction Working Group are prepared and accounted for as per Matawa policies and procedures

5. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- A degree/diploma in Office Administration or related field, and/or related experience
- Minimum of 3 years' experience working in an administrative position
- Excellent administrative, interpersonal communication, word processing, note taking, file management skills

Skills

The incumbent must demonstrate the following skills:

- This position demands a high degree of organization, multi-tasking and priority setting skills in a confidential atmosphere
- Excellent communication, oral and written skills
- Ability to speak Ojibway, Cree or Oji-Cree, would be considered an asset
- Excellent interpersonal skills
- Ability to make travel arrangements, purchase orders and adjustments in a timely organized manner, when required
- Determine office supplies need and prepare purchase orders with economy, accuracy and completeness in accordance with Matawa First Nations Management's policies and procedures

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Regional Priorities & Jurisdiction Administrative Assistant. The Regional Priorities & Jurisdiction Administrative Assistant should be outgoing and enjoy working and/or corresponding with people. They will need to work independently with minimal supervision and will need to be self-motivation to deliver the required initiatives of this position. The incumbent must also demonstrate the following personal attributes:

- Organizational and planning skills
- Problem analysis and problem-solving skills
- Judgment and decision-making ability
- Initiative
- Attention to detail and accuracy
- Flexibility and punctuality

WORKING CONDITIONS

Physical Demands

The Regional Priorities & Jurisdiction Administrative Assistant may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Regional Priorities & Jurisdiction Administrative Assistant may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Regional Priorities & Jurisdiction Administrative Assistant may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Regional Priorities & Jurisdiction Administrative Assistant may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The office environment may be noisy and busy making it difficult for the Regional Priorities & Jurisdiction Administrative Assistant to concentrate.

Mental Demands

The Regional Priorities & Jurisdiction Administrative Assistant will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

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.