

# **KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES**



## **JOB DESCRIPTION**

### **Executive Assistant**

February 2015

#### Purpose

The Executive Assistant provides direct support to the Executive Director in a secretarial, clerical, and administrative fashion.

#### Scope

The Executive Assistant is responsible for providing office and clerical services. This person will also coordinate and arrange travel for the organization's Board of Directors, staff and, when applicable as directed by Executive Director.

The Executive Assistant will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

#### Reporting to

Executive Director

#### Education

Minimum high school diploma; College diploma preferred

#### Professional Designation

None required

#### Previous Experience

1-3 years' experience in an office setting

#### Knowledge, Skills, and Abilities

- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management
- Understanding of the Matawa region and the member First Nation communities
- Ability to manage Board of Director's activities

#### Proficiency in use of Computers and Office Equipment

- Word processing
- Spreadsheets
- Databases
- Email
- Internet
- Fax machine
- Photocopier
- Voice messaging system

## Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

## Working Conditions

- The employee may have to travel throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions
- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

**PROVIDE SUPPORT TO THE EXECUTIVE DIRECTOR**

- Provide secretarial and administrative support to the Executive Director
- Answer phone inquiries directed at the Executive Director using a professional and courteous manner
- Relay to information accurately to the Executive Director
- Use computer word processing, spreadsheet, and database software to prepare quarterly and annual reports, memos, and documents
- Code and file material according to the established procedures
- Back-up electronic files using proper procedures
- Organize travel and prepare travel expenses
- Prepare travel reimbursement for invoicing for sponsored by third party organizations
- Organize meeting logistics

**PROVIDE SUPPORT TO THE BOARD OF DIRECTORS**

- With the Executive Director, prepare meeting agendas and supporting material for distribution
- Ensure the timely distribution of material to the Board
- Support the Board with meeting, travel and other arrangements
- Prepare and submit travel expenses for board
- Record and draft minutes of Board meetings for review by the Executive Director
- Create action list for program staff from board meetings
- Create file management for board documentation

**COORDINATE TRAVEL ARRANGEMENTS**

- Arrange travel and accommodation for the organization's staff, when applicable

**OTHER**

Perform other duties as required

### Certification

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

#### **EMPLOYEE**

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **KKETS MANAGEMENT**

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_