

MATAWA FIRST NATIONS MANAGEMENT



FOUR RIVERS ENVIRONMENTAL SERVICES GROUP

Job Description

Administrative Assistant

PURPOSE OF THE POSITION

The Administrative Assistant will be accountable to the Managing Director of Four Rivers Group (FRG), and will help develop, implement and maintain all aspects of the FRG which includes a growing list of divisions/service areas including:

- Four Rivers Matawa
- Four Rivers Inc.
 - Community projects, client projects
 - Wingtra distributorship
- Four Rivers joint ventures and partnerships
- Four Rivers large projects
 - Strategic larger-scale funded initiatives crossing over multiple service areas

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. As this time, FRG Requires the skills of the Administrative Assistant, who will support FRG's and its programming.

SCOPE

Matawa First Nations Management (MFNM) is the parent organization to FRG. FRG 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 publicly funded and in service of the Matawa member First Nations, are 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 FRG, and well as support initiatives associated with MFNM's affiliate corporations where applicable.

The FRG was initially established to support the Matawa member First Nations in environmental stewardship and capacity building for resource development. Over the years, FRG 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. FRG strives to deliver services that are community-centered and innovative.

The Administrative Assistant is responsible for supporting all program delivery including supporting travel, coordinating, procuring, and receiving equipment and supplies, internal and external appointment logistics, and supporting program administrative tasks including overseeing our reception/front of house areas. This role will support the overall backbone of our programs and requires an individual who is self-motivated and dependable.

RESPONSIBILITIES

*NOTE – The Administrative Assistant responsibilities are subject to a restructuring plan that is underway to meet organizational growth and new service demands, therefore change is imminent.

The Administrative Assistant will be assigned projects in accordance with their expertise as well as departmental need. The Administrative Assistant's project workload will be evaluated regularly and updated as needed.

The Administrative Assistant will assist with the administrative and logistics needs of the Four Rivers Group including for the department and its programming.

Responsibilities include:

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 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, redirect and/or prepare responses to correspondence, e-mail and telephone calls and voice mail to main/shared inboxes and/or and the Managing Director and/or Manager(s) 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. Logistics Support

Main Activities

- Coordinate bookings, calendars and appointments: internal and external appointment bookings, travel calendars, equipment maintenance schedules, Matawa Monday Memo, truck usage calendars, board room usage, etc.
- 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.

- Assist with meeting/event registrations, attendance and participation documentation and administration
- Assist with directing and supporting events, including customer services, running displays or presentations, coordination of food or catering and of directing delegates
- Assist with event set-up or take down of workshops, events, meetings or open house venues
- Assist with development, packaging and finalization of event/meeting hand-outs of packages
- Monitor social media
- Manage meeting rooms bookings
- Truck and equipment maintenance scheduling and coordination
- Coffee room, office supply room, ordering, maintenance and coordination

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
- Prepare purchasing documentation for supplies, travel, & equipment as required, and generally oversee purchasing records to ensure compliance with operational procedures
- Assist with preparing financial & project reporting

4. **Operations Support & Coordination**

Main Activities

- Help maintain an 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 coordinating environmental information inventories & coordinating community information distribution
- Tidy and organize offices including developing new files or organizational systems.

5. **Event Support & Communications**

Main Activities

- Help plan & coordinate small- and large-scale events
- Participate and support various meetings and events; registration table, meeting minutes, etc.
- 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

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

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, Communications or a related field, and/or related experience or have experience and/or demonstrated related work experience with a minimum of two (2) years related work experience in an equivalent
- Office administration;
- Computerized accounting programs;
- An understanding of financial documents such as leases, contracts and funding agreements;
- Understanding relevant legislation, policies and procedures;
- Basic bookkeeping
- Understanding our First Nations Cultural and political environment.

Skills

The incumbent must demonstrate the following skills:

- Excellent organizational skills;
- Analytical, problem solving and decision-making skills;
- Effective verbal and listening communication skills;
- Proficiency in written English and ability to communicate effectively;
- Computer skills including the ability to operate word processing programs and spreadsheets at a highly proficient level;
- Stress management skills;
- Time management skills;
- Possession of a valid Ontario Driver's License.

Personal Attributes

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

- Must value flexibility and adaptability;
- Must be self-motivated and able to work independently, with minimal supervision and general instructions;
- Must take initiative when performing duties;
- Multi-tasking; and,
- Reliable and punctual.

FRG's work environment is ever changing, with a great variability of projects and day-to-day responsibilities. The Administrative Assistant must be able to understand and thrive in the culture of FRG, that is one of flexibility and adaptability. Individuals who value structure and repetition in their role will not be satisfied working with FRG.

CONDITION OF EMPLOYMENT

The Administrative Assistant may work with youth and/or children, and therefore a condition of employment will be for the incumbent to submit a clean Vulnerable Sector Check (VSC)

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. They may have to lift, carry and manage office equipment and supplies. They may have to walk long distances outdoors over rough terrain, carrying heavy field equipment. They may have to wear specialized field or safety equipment which may be heavy and overly warm (i.e., steel toed boots, chest waders etc.). They, while outdoors, may be exposed to various insects, and weather conditions (hot, cold, rain, snow). They may have to work odd or long hours at a time to complete special requests or projects. They may have to spend long hours sitting and using office equipment, computers, and attending meetings.

Environmental Conditions

Office setting:

The Matawa buildings may be busy facilities. 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 the Matawa member First Nations and FRG. They 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). They may have to work alone in remote environments and in the wilderness. Field work can be physically demanding (carry heavy loads, walking for long periods in rough terrain). They 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. They 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 a computer which may cause eye/wrist strain and occasional headaches. The Matawa offices 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. They 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 fieldwork may cause fatigue.

CERTIFICATION

Employee Signature

Printed Name

Date

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

Managing Director,
Four Rivers Environmental Services Group

Supervisor's Title

Supervisor's Signature

Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

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 for the position.