

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Rapid Lynx/Economic Development Administrative Assistant

PURPOSE OF THE POSITION

The Rapid Lynx/Economic Development Administrative Assistant is a highly skilled and self-motivated administrative professional who will work directly with the Rapid Lynx and Economic Development Department and any projects in a dynamic but demanding and fast-paced political and administrative office environment. They will provide support for the Matawa First Nations Management (MFNM) Rapid Lynx and Economic Development Department to ensure quality service and operations are carried out in an effective and efficient manner.

SCOPE

Rapid Lynx

Under the supervision of the Rapid Lynx General Manager, the Rapid Lynx/Economic Development Administrative Assistant will provide day-to-day support and assistance to the Rapid Lynx General Manager, the Rapid Lynx Board of Directors, and the Broadband Working Group. The Rapid Lynx/Economic Development Administrative Assistant provides secretarial support that includes managing correspondence, document and workflow, travel arrangements, appointments, meetings, filing, purchase orders, memorandums, minutes, operating standard office equipment, computer, scanner, fax machine, photocopier, multi-line telephone and other related duties.

Economic Development

Under the supervision of the Director of Economic Development, the Rapid Lynx/Economic Development Administrative Assistant will be responsible for providing project-related duties and general support for the Department.

RESPONSIBILITIES

1. Rapid Lynx Administrative Assistant Duties:

- Provide support for the Rapid Lynx Telecommunications Board of Directors;
- Provide support for the General Manager;
- Coordinate activities for the Rapid Lynx Department and committees;
- Acknowledge and prepare responses to routine correspondence, e-mail and telephone calls and voice mail for the Rapid Lynx Department and committees;
- Schedule and keep track of appointments;
- Coordinate all Rapid Lynx meeting logistics; book meeting room;
- Coordinate and maintain up to-date filing system;
- Develop and maintain files, templates, meeting materials;
- Provide general assistance to the Rapid Lynx Department by referring calls to appropriate departments/staff, taking detailed messages, monitor and track correspondence;
- Maintain Quality Assurance (QA) materials as identified in ISO 9001/2008 and attend meetings as Rapid Lynx QA representative;
- Record detailed daily attendance for Rapid Lynx Department staff.
- Ensure timely and accurate processing of financial transactions.
- Perform other duties as required.

Economic Development Administrative Assistant Duties:

- Provide support for the Matawa Economic Development Committee;
- Provide support for the Department Manager;
- Receive, direct and relay telephone, fax and email messages;
- Direct the general public to appropriate staff, department(s) etc.;
- Arrange travel for the Department Manager, Economic Development Committee Meetings and other forums;
- Ensure all Economic Development related meetings have agenda, meeting minutes, action items and all documentation is disseminated as required;
- Implement Departmental File/Records Management and Retention Policies; correspondence and information resources;
- Maintain Quality Assurance (QA) materials as identified in ISO 9001
- Attend Quality Assurance meetings as Economic Development representative
- Implement and maintain Quality Assurance Logbook activities;
- Become familiar with background materials and information relating to community and political processes;
- Use a variety of qualitative and quantitative methods to perform continuous assessment of economic development needs, including maintaining an inventory of existing business and sector activities;
- Reception duties while at reception desk;
- Event/Conference support as required;
- Assist in the planning and preparation of meetings, conferences

- Assist with travel, logistics and larger events;
- Perform other duties as required.

2. **Travel and Appointments:**

- Coordinate and arrange travel for the Rapid Lynx and Economic Development, staff and all Rapid Lynx & Economic Development committees;
- Prepare and submit Purchase Orders according to policy and procedures;
- Prepare a record of travel advances, expense claims and reimbursements on file.

3. **Communication, Referrals and Public Relations:**

- Maintain up to date contact information for Matawa First Nations Management;
- Maintain up to date contact information for Matawa Chiefs and Councils;
- Notify department of updates regarding Matawa departments, Rapid Lynx members;
- Prepare articles and updates for publications.

4. **Meetings for all Rapid Lynx Board of Directors and Matawa Economic Development Committees & Department:**

- Coordinate all departmental meeting logistics; book meeting room; travel arrangements and expenses; invoices/ reimbursements;
- Record, transcribe and/or prepare minutes, copy minutes, summary of motions passed for both the Economic Development & Rapid Lynx department and Committees
- File all meeting minutes online and hard copies in binders;
- Prepare memorandums/notices of upcoming meetings and email meeting requests;
- Attend all meetings as requested

5. **Other:**

- Other duties as required and/or requested in order to effectively assist with the smooth operation of Matawa First Nations Management.

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;
- At least 3 years' experience working in an administrative position;
- Excellent secretarial, interpersonal, communication, word processing, note taking, file management skills;
- Fluency in Cree or Ojibway is a definite asset;
- Must submit a current Criminal Records Check;
- Posses a valid Ontario drivers license;
- Knowledge of community based Economic Development theories and practices;
- An understanding of relevant governmental legislation, policies and procedures;
- An understanding of Northern- Ontario economic, cultural and political environment.

Skills

The incumbent must demonstrate the following skills:

- The position demands a high degree of organization, multi-tasking and priority setting skills in a confidential atmosphere;
- Ability to identify and promote community-based economic development projects and initiatives;
- Able to travel in small aircraft and/or a helicopter in all weather conditions;
- Excellent communication, oral and written skills;
- Excellent interpersonal skills;
- Able to make travel arrangements, purchase orders and adjustments in a timely organized manner;
- Determine office supply needs and prepare purchase orders with economy, accuracy and completeness in accordance with Matawa policies and procedures.

Personal Attributes

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

- Organizational and planning skills;
- Problem analysis and problem-solving skills;
- Good judgment and decision-making ability;
- Initiative;
- Attention to detail and accuracy;
- Flexibility and punctuality.

WORKING CONDITIONS

Physical Demands

The Rapid Lynx/Economic Development 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 Rapid Lynx/Economic Development 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 Rapid Lynx/Economic Development Administrative Assistant may have to manage several 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 Rapid Lynx/Economic Development 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 Rapid Lynx/Economic Development Administrative Assistant to concentrate.

Mental Demands

The Rapid Lynx/Economic Development 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

Employee Signature

Printed Name Date

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

Supervisor's Title

Supervisor's Signature Date

Supervisor 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 of the position.