

1. IDENTIFICATION

Position No. 14-02670	Job Title Office Coordinator	Supervisor's Position Regional Director	
Department Community & Government Services	Division/Region Kitikmeot	Community Cambridge Bay	Location Kitikmeot
Fin. Code: 14030-01-4-410-1400000-01			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
The Office Coordinator reports directly to the Kitikmeot Regional Director, Community and Government Services. This position is also required to provide the Regional Staff with strong administrative and secretarial support to effectively administer and initiate a diverse range of correspondence, reports, and confidentiality. The incumbent must be self-motivated in order to perform the duties required of this position, with minimal direction from the Regional Director. It is essential the incumbent possesses strong organizational and communication skills while maintaining a high degree of professionalism and discretion.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
The incumbent will provide administrative support to ensure Regional commitments, objectives, etc., are acted upon and/or completed in a timely manner. Under direction from the Manager of Finance & Administration, the incumbent will track the daily Regional O&M financial activities, reconciles same with FreeBalance and verifies reports for Management review and information. In addition, the Office Coordinator assists with budget management and to ensure proper allocation of expenditures.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
<p>Manages the administration of the Regional Office:</p> <ul style="list-style-type: none"> - Manages the Government of Nunavut's call switchboard and directs caller to appropriate department/agency where required. - Provide optimum administrative support to ensure commitments, objectives, etc. set by the Regional Director and department as a whole, are acted upon and/or completed

- Responsible for effectively administering a diverse range of incoming/outgoing correspondence and reports
- Organizing and maintaining ARCS filing system
- Evaluate correspondence received and initiating a response for the Regional Director's signature wherever possible or re-directing items and/or calls requiring response from other areas
- To liaise and communicate professionally, on behalf of the Regional Director with all levels of Government personnel, as well as members of the general public (e.g. Consultant/Contractors etc.)
- Demonstrate diplomacy and maintain a high degree of confidentiality when dealing with issues of a sensitive and confidential nature
- Exercise initiative in maintaining follow-up on behalf of the Regional Director to ensure all items are actioned and/or completed efficiently in a timely manner
- Oversee the organizing of meetings and arrangement of teleconferences as required.
- Ensure the Regional Director and Staff's travel arrangements are completed as required by way of the Corporate VISA account.
- Maintain an efficient tracking system to effectively track the operational and budgetary financial activities of this office
- Prepare presentations and publications etc., for the Regional Director as required
- Research items as required in order to provide the Regional Director with sufficient background for a response
- Assist with budget management and to ensure proper allocations of operational expenditures
- Provide administrative support to the Directorate as required
- Custodian of Local Contractors Authorization (LCA) Book. Ensure adequate stationery and office supplies are on hand for Regional Staff

Monitoring and providing advice on Leave and Attendance records for the department by:

- Requesting leave forms from employees as they return to work from leave taken without prior approval and forwarding to Finance & Administration Officer for verification
- Maintaining leave and attendance records and reports, bringing problems and concerns to the Regional Director
- Completing Monthly attendance reports for Regional Office
- Providing Regional Director with monthly summary of all leave earned and taken

Responsible for the daily financial verification, including the monitoring and control of supply requisitions, overtime, commitments, journal vouchers, visa statements and other financial documents:

- Ensures the accuracy of all financial documents, prior to data entry into FreeBalance
- Verifies financial documents entered into FreeBalance by other financial staff and filing documents
- Providing financial analysis and special projects requested by higher management
- Reconciles visa transactions monthly and ensures that all pertinent information is on hand before reconciling

Performs other related duties such as:

- Co-ordinating the maintenance of photocopier, fax machine, postage meter/scale and other equipment with appropriate parties
- Assisting the various staff with special projects as required depending on workload

- Maintaining and managing inventory of office supplies, furniture and equipment
- Other duties as may be assigned

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

These skills are normally acquired through:

- High School Diploma (or equivalent)
- Good oral and written communication skills
- Must possess an excellent knowledge and skills in the use of PC microcomputer software such as work, PowerPoint, Excel and Outlook
- Excellent interpersonal skills in dealing with employees, businesses and the general public

Equivalencies:

- Grade 10 with 2 years related experience

The ability to speak and write Inuinnaqtun/Inuktitut would be an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

Much time is spent in a sitting position with frequent opportunity to move about. Filing documents on a regular basis often results in a lot of bending and can cause back strain.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

Deadlines for work and customer relations can be mentally stressful. Eyestrain and postural stress can occur from extended computer operation.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

The incumbent spends considerable time in front of a video display terminal, which can cause

eyestrain and other physical discomforts. Listening skills are important and are used frequently in dealing with clients, agents, co-workers, and executive staff.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

Alertness is critical in most of the activities outlined above.

7. CERTIFICATION

_____	_____
Employee Signature	Supervisor Title
_____	_____
Printed Name	Supervisor Signature
_____	_____
Date:	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.

Deputy Head Signature	

Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

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