



### 1. IDENTIFICATION

<b>Position No.</b> 70-12151	<b>Job Title</b> Secretarial Support/Receptionist	<b>Supervisor's Position</b> 70-11796 Director, Trades & Technology	
<b>Department</b> Nunavut Arctic College	<b>Division/Region</b> Kivalliq	<b>Community</b> Rankin Inlet	<b>Location</b> Nunavut Trades Training Centre
<b>Freebalance Coding:</b> 03300 013 333 030 2001 04			

### 2. PURPOSE

**Main reason why the position exists, within what context and what the overall end result is.**

Reporting to the Director, Trades & Technology, the incumbent will perform administrative and reception duties in support of the educational and administrative programs of the Nunavut Trades Training Center of Nunavut Arctic College. The incumbent will act as a receptionist and as administrative assistant performing general office duties such as filing, typing, arranging incoming & outgoing correspondence, setting up meetings and appointments. The incumbent also prepares material, such as briefing books, business case documentation and information related to curriculum development, etc. for the Director.

### 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?**

This position is located in Rankin Inlet and reports to the Director, Trades & Technology. The incumbent contributes directly to the ability of the Director to deliver training programs, to achieve college goals and objectives in an effective and timely manner, while maintaining a rigorous schedule of travel and meetings across Nunavut. In addition, the position is responsible for maintaining the Nunavut Trades Training Center's filing system, to ensure all documents are accessible in a timely manner. Incorrect filing of data/information results in lost time in retrieving important information for essential reporting.

The decisions and recommendations made by the incumbent will directly impact the operation of the Nunavut Trades Training Centre. The incumbent will recommend to the Director changes to office procedures ensuring effective and efficient operation of the Trades administration office. The incumbent administers correspondence on a timely manner ensuring program information is forwarded to appropriate persons to/from within a multiple agency and industry environment. These include decision papers as well as business case files, related to program

development.

#### 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 *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

Provides administrative support to the Director, Trades, Mining & Transportation, to ensure efficient and effective operation of the office by:

- transcribing from handwritten notes, typing and distributing correspondence/reports;
- preparing routine replies, reports and related correspondence for the Director;
- maintaining an up-to-date filing system ensuring compatibility with the college;
- making travel and accommodation arrangements, and booking meetings;
- organizing management, working groups and other conference calls;
- answering, screening and making telephone calls, during Director's travels;
- making appointments for meetings that fit the Director's schedule;
- sorting, logging and directing incoming mail and following up with required responses;
- acting as liaison between the Director's office and the Department of Education;
- coordinating the development of briefing notes, Requests For Decision and other items;
- providing liaison services between the Director's office and other agencies/colleges;

Provides secretarial services to the Director, to ensure effective operations by:

- typing, photocopying, logging correspondence and maintaining up-to-date filing system;
- distributing information and correspondence of interest to the college/agencies;
- contacting working group(s) and making travel and accommodation arrangements;
- setting up meetings and conference calls with inter-agency working groups;
- attending meetings and recording, preparing and distributing minutes as required;
- arranging translation of documents and interpretation for meetings
- coordinating the paper work and procedures related to appointments of working groups
- other related duties are assigned by the Director of Trades, Mining & Transportation.

Provides secretarial support to other Trades staff, to maintain effective operations by:

- ordering of office supplies, book purchase orders for Trades School
- maintaining of inventory for office supplies and textbooks
- preparation of instructional preparation books
- typing and photocopying correspondence and reports;
- maintaining an up-to-date filing system;
- maintaining confidential files;
- intercepting telephone calls;
- preparing minutes as required;
- making travel and accommodation arrangements;
- attending meetings and recording minutes as required;
- coordinating activities of other secretarial staff during busy periods;
- assisting as back up for Kivalliq Campus Secretary on occasion.

Maintains the Nunavut Trades Training Center's staff leave/attendance files and processes leave forms, overtime and casual timesheets in a timely and accurate manner by:

- Maintaining leave/attendance records for all indeterminate, term and casual Trades staff.
- Ensuring staff are advised of entitlements and responsibilities regarding types of leave and benefits, in accordance to the Collective Agreement, Management and Excluded Handbooks.
- Ensuring leave/attendance records are maintained correctly and current, in accordance with policies and procedures, including maintaining a tracking database on all personnel records.
- Maintaining all activities regarding casual employees, including timesheets and leave.
- Providing the Department of Finance and the Payroll division with documentation for periods of leave without pay, suspension or any other action, for all permanent and casual staff.
- Ensuring all employee separation documentation are completed in a timely fashion.
- Performing annual audits on leave/attendance files for the fiscal year end according to policy.
- Maintaining overtime sheets leave/attendance, new and extended CSA's and shift premiums.

Provides public communication services through the local radio or to the public via internet, for the Nunavut Trades Training Center, regarding updates, closures and pending events.

## 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 behaviours 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.**

The incumbent requires a sound working knowledge of word processing programs and excel spreadsheets. Incumbent will have experience in maintaining leave and attendance spreadsheets.

Incumbent skills and abilities include:

- Reliability and punctuality are essential as is effective communication and interpersonal skills effective interpersonal skills to make public welcome and facilitate team building;
- Knowledge of standard office practices and procedures, maintaining filing systems and have demonstrated experience in managing duties in a senior manager's office setting;
- Typing at a rate of 35 wpm, at a minimum, and capability to use dictation equipment;
- Ability to operate Nortel Networks and/or similar telephone systems
- Oral and written communication skills in Inuktitut or Inuinnaqtun would be an asset;
- Ability to quickly learn and interpret regulations, guidelines, policies, and procedures;
- Ability to work without daily direction and to initiate activities independently;
- Ability to organize own work and that of others to meet tight deadlines.

**What training/education and experience would most usually produce these skills? Where would these skills and abilities most usually be obtained? Include any licenses or certifications/designations that are legally required to perform this work.**

- Incumbent must have an academic High School Diploma , or an equivalency (GED) plus;
- Certification from recognized postsecondary secretarial or office administration program;
- One year directly related work experience

**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).

- Incumbent will be expected to work to deadlines, often with conflicting demands from the Nunavut Trades Training Center’s administrative requirements;
- Workload will vary and at times it can be very heavy depending on the number of incoming calls, visitors to the college, and/or demands from the college’s administration;
- The incumbent must maintain a friendly and polite manner with college students, staff and with the public when handling sensitive demands;

**Physical Demands**

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

- Long periods of sitting and computer work supplemented by occasional lifting of boxes;

**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.

Daily exposure to florescent lights. At times, cold and dry temperatures in the work area;  
 Equipment normally used are:

- telephone switchboards, conference calling ports and speakers;
- computer, fax machine, photocopier, printer and presentation projectors;
- regular use of desk work stations and dictation equipment, to transcribe notes;
- binding equipment and material to prepare meeting packages and reports;

**Sensory Demands**

Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgements 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.

- careful listening during meetings and discussions requires for diligent attention;
- responding to requests for document presentation requires good analytical judgement;

**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.

- regular contacts with public and college staff/students could lead to apprehension;

**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”.**