

Job Summary

Location:
Délînę, NT

Department:
Local Services

Annual Salary:
TBD

Northern Living Allowance:
\$28,050.00 per annual

Benefits:
NEBS

Employment Type:
Indeterminate

Closing Date:
Open until Filled

Submit Resume and Cover Letter to:

Human Resources
Department
Délînę Got'înę Government
P.O Box 156
Deline, NT X0E0G0
Tel: (867) 589-8100 Ext:
1016/1013
Hr.clerk@gov.deline.ca
Hr.assistant@gov.deline.ca

Local Services Administrative Assistant

The Local Services Administrative Assistant, reporting to the Director of Local Services, is responsible for performing a wide variety of professional administrative duties in support of the activities and services of the Local Services Department which include task such as creating and maintain filing systems; receiving telephone calls and visitors in the office; taking and transcribing minutes and correspondence; and logging, compiling, and reporting data. This position is typically the first point-of-contact in the Local Services Department. The incumbent must be able to work in a high stress environment and handle multiple priorities. The incumbent should have the ability to diffuse situations and must be able to always remain calm and courteous. The incumbent performs a variety of confidential, difficult, and highly complex duties with a relatively high level of independence. The incumbent ensures all work and project related to the operations and maintenance of the Local Services Department is carried out in accordance with standards of practice, legislation, and policy of the Délînę Got'înę Government and with adherence to relevant Acts and Regulations at the Territorial and Federal Levels. The position is based in Délînę, NT.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Délînę Got'înę Government operational policies and procedures and governance institutions
- Knowledge and solid understanding of office administrative procedures for the divisions.
- Knowledge and understanding of northern cultures.
- Knowledge of the following computer programs: word processing, spreadsheets, and e-mail systems.
- Project Management Skills
- Knowledge of Délînę Got'înę Government operational policies and procedures and governance institutions
- Ability to maintain accurate filing systems and spot and correct inconsistencies, errors and cross-referencing required
- Excellent interpersonal skills
- Ability to work as a collegial and effective team player
- Problem solving skills
- Ability to take instruction, seek instruction, and make decisions within prescribed scope of authority, and easily identify when decisions should be referred to superiors
- Effective verbal and listening communications skills
- Attention to detail and high level of accuracy
- Very effective stress, time, and organization management skills
- Effective written and verbal communications skills
- Be flexible
- Possess cultural awareness and sensitivity
- Ability to speak Délînę Got'înę language is preferred
- Experience in and enjoy living in a remote, northern, indigenous communities

THIS POSITION IS TYPICALLY ATTAINED BY

- Completion of an office administration secretarial certificate or equivalent
- Three years of experience in an administrative support role or equivalent work experience
- The Administrative Assistant would normally attain the required knowledge and skills through completion of office procedures coursework combined with related administrative experience
- Post-secondary Grade 12 education or equivalent
- Preference will be given to Délînę Beneficiary
- Training available to Successful Candidate
- Equivalencies will be considered