

I. General Information

Position / Title:	Administration Officer	Date in Effect:	January 03, 2024
Department:	Corporate Services	Reports To:	Director, Corporate Services

II. Purpose of Position

The Administration Officer provides clerical, administrative and executive support to the Nunavut Impact Review Board (NIRB). This position serves as a first point of contact in office reception, providing a welcoming and professional atmosphere and supporting Board, staff members and the general public on a daily basis.

III. Essential Duties and Responsibilities

1. Reception:
 - Answer and direct incoming telephone calls
 - Receive, record and distribute incoming and outgoing mail and faxes
 - Greet visitors and offer hospitality and orientation to facilities

2. Administrative support:
 - Maintain accurate files, records and correspondence
 - Maintain up to date staff and board contact sheets and calendar of events
 - Keep the general office area in neat and clean order
 - Coordinate with travel agencies to make travel and accommodation arrangements for Board Members and staff
 - Coordinate bookings for facilities, equipment, catering, prepare materials and other general meeting arrangements
 - Ensure confirmation of bookings kept on file and accessible
 - Scheduling teleconferences and video conferences
 - Make available specific meeting-related materials, files, information and documents as requested
 - Make available AV equipment and general meeting materials as requested
 - Arrange catering within approved budgets
 - Other office and administrative duties as required

3. Clerical support:
 - Provide clerical support and assistance to all staff
 - Assist Senior Finance Officer with data entry as requested
 - Assist with maintaining office/electronic filing system
 - Assist with proper storage and retention of files and documents

IV. Other Duties and Responsibilities

1. Maintain office supplies:
 - Maintain an inventory of office supplies
 - Ensure availability of coffee/tea and related supplies for office use

2. Any other related duties as assigned

V. Qualifications

Knowledge of:	<ul style="list-style-type: none">▪ Nunavut Impact Review Board mandate▪ General office administration▪ Public administration practices and associated control processes
Skills:	<ul style="list-style-type: none">▪ Strong verbal and written communications skills▪ Strong organization and data entry skills▪ Good interpersonal skills including the ability to use tact and diplomacy▪ Efficiency in Windows operating systems and Microsoft Office applications (e.g. Outlook, Word, Excel, Access, PowerPoint)▪ Written and/or conversational fluency in Inuktitut considered a strong asset
Abilities:	<ul style="list-style-type: none">▪ Summarize information and highlight important issues▪ Task prioritization and effective time management▪ Work independently when needed▪ Cope with frequent interruptions and changes in priorities▪ Provide hospitality and create a welcoming environment
Education:	<ul style="list-style-type: none">▪ High School (Grade 12) Diploma or equivalency with several years' work experience in positions with similar responsibilities▪ Other combinations of education and experience may also be considered
Experience:	<ul style="list-style-type: none">▪ Minimum 2 years' experience in an office administration position▪ Personal and professional experience in the Arctic or in a cross-cultural setting considered an asset

VI. Physical Demands

- Able to lift 25 pounds
- Occasional exposure to cold temperatures, extended darkness/daylight hours and extreme weather conditions given Arctic location
- Extended periods working while seated at a computer
- Occasional travel to various locations throughout Nunavut and elsewhere for meetings, consultations and other NIRB activities. This may involve possible exposure to hazardous weather conditions, elevated noise levels and travel in a variety of vehicles

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work outside may have some exposure to weather
- Work can sometimes be stressful
- Occasional travel and time away from home may be required

VIII. Mental Demands

- Follow precise instructions, prioritizing tasks and meeting deadlines
- Outside contact occurs almost on a daily basis and involves significant tact and diplomacy
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources