



# NIRB Human Resource Position Descriptions

## I. General Information

<b>Position / Title:</b>	Secretary/Receptionist	<b>Date in Effect:</b>	March 31, 2012
<b>Department:</b>	Finance and Administration	<b>Reports To:</b>	Director, Finance & Administration

## II. Purpose of Position

Under the direction of the Director, Finance and Administration, the Secretary/Receptionist is responsible for providing clerical, administrative and executive support.

## 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
  
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
  - Provide clerical support and assistance to all staff
  - Assist with travel and accommodation arrangements for Board Members and staff
  - Assist with facilities, equipment, catering, materials and meeting arrangements:
    - Meeting space
    - Teleconferences
    - Make available specific meeting-related materials, files, information and documents as requested
    - Make available AV equipment and general meeting materials as requested
    - Arrange catering
  - Other office and administrative duties as required

## IV. Other Duties and Responsibilities

1. Maintain office files and supplies:
  - Maintain an inventory of office supplies
  - Ensure availability of coffee/tea supplies for office use
  - Assist with maintaining office/electronic filing system
  - Any other duties as required.

## V. Qualifications

- Education:**
- Grade 12 or equivalent is preferred
  - A combination of education and experience will be considered
- Knowledge & Skills:**
- Appreciation of the need for accuracy and meeting timeline/deadline requirements is essential
  - Knowledge of the Nunavut Land Claims Agreement and NIRB's mandate would be preferred
  - Strong communication (both oral and written) skills
  - Good planning and organizational skills
  - Good interpersonal skills including the ability to use tact and diplomacy and work under pressure
  - Data entry skills
  - Some analytical and problem solving skills
  - Maintains performance despite occasions of stress of the job
  - Fluency in Inuktitut and/or Inuinnaqtun would be considered a strong asset
- Ability:**
- Able to use all common office equipment including transcript recorder, fax, telephone, mail/stamp machine, photocopier and scanner
  - Works well in a team oriented organization
  - Able to communicate professionally with Board Members, staff members, proponents and the general public
  - Maintain the highest levels of confidentiality and professionalism
  - Maintain focus and performance while dealing with frequent interruptions and changes in priorities
  - Work as an active member of a multi-disciplinary team
  - Work independently – motivated, self-starter
- Experience:**
- A minimum of 3 years related work experience
  - Personal and professional experience in the Arctic or in a cross-cultural setting
  - Candidate must be willing to submit and pass a criminal records check

## VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subjected to extended periods working while seated at a reception desk with a computer

## VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work can sometimes be stressful

## **VIII. Mental Demands**

- Follows 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