
WAHTA MOHAWKS

JOB DESCRIPTION

PROGRAM AREA: Administration

POSITION TITLE: Receptionist/Administrative Assistant

REPORTING PROTOCOL: REPORTS DIRECTLY TO THE SENIOR ADMINISTRATOR

POSITION SUMMARY: Reporting directly to the Senior Administrator, the Receptionist/Administrative Assistant is responsible for providing assistance as required and as directed for the Senior Administrator and including but not limited to arranging schedules and meetings, organizing files and records, receptionist tasks and activities including communicating in a pleasant and professional manner with citizens, staff and others in a timely and efficient manner for applicable administrative functions.

PRIMARY DUTIES:

1. Reception, answering telephone and personal inquiries in an efficient and professional manner, greeting and assisting citizens.
2. To assist the Senior Administrator and Council in all areas of activities as required and as directed in an efficient and professional manner.
3. Record and process minutes of staff meetings, including preparing and distributing the meeting agenda packages on direction of the Senior Administrator.
4. Ensures all incoming and outgoing postal mail is sorted and received, and directed to the appropriate person/department in a timely manner.
5. Maintain a log book for incoming and outgoing mail, and a file copy of official documents/correspondence as a permanent record and archive on behalf of the Wahta Mohawks.
6. Must maintain strict confidentiality at all times and ensure all information is handled in a manner as to ensure complete confidentiality, and must be professional in conduct, work ethics and actions at all times.
7. Operates in accordance with and ensures compliance to the Wahta Mohawks Administrative, Finance, Personnel and program policies and procedures as may be updated and amended from time to time.
8. Other duties/tasks/responsibilities as required and as assigned.

SECONDARY DUTIES:

- 1) Develop, distribute and maintain monthly Community Newsletter, ensuring all citizens of the Wahta Mohawks receive a direct copy and a regular monthly publication and distribution cycle is developed and maintained.
- 2) Maintain office inventory, supplies, equipment, purchase orders.
- 3) Maintain the archive files for the Wahta Mohawks, reviewing and updating as required and as assigned.
- 4) Light housekeeping duties.
- 5) Attend appropriate workshops, seminars, and training sessions as required and as assigned by the Senior Administrator to remain current and up-to-date on topics of concern to the work assignments for the position.

SUPERVISION: THIS POSITION IS NOT A SUPERVISORY POSITION.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Post Secondary diploma in Business Administration or other related field required or a minimum Grade 12 with two (2) years work experience in a similar or related position with a proven demonstration of skills.

SKILLS REQUIRED:

- Must have the ability to work in and contribute to a team environment.
- Must have a proficient level of communication skills, verbal and written, and be comfortable dealing with the public.
- Must possess a proficient level of organizational and time-management skills.
- Must have a proficient level of computer skills in areas suitable to the requirements of the position.
- Must be willing to work flexible hours including evening and weekend hours based on the needs of the tasks and activities assigned by the Senior Administrator.
- Must have the capacity to take initiative and to multi-task at times to accomplish the tasks and activities assigned.
- A knowledge and understanding of the community environment and culture is an asset.
- Must possess a current and valid Driver's License and dependable vehicle.
- May be required to submit a CPIC (Criminal records check) on request if working with children, youth or the elderly.