

Administration Manager
Nunavut Social Development Council

Job Definition Worksheet

Name: Mary		Location:		1
Responsibility: <i>Provides staffing services and support, administrative, secretarial and clerical services to the NSDC office & Board</i>				
Task	Standards	Expectations	Authority / Decision Level	
Receives and directs incoming calls, incoming mail and faxes	<ul style="list-style-type: none"> ▪ Answers the phone and directs the calls to the appropriate personnel ▪ Records incoming faxes ▪ Set up staff meetings/teleconferences/board meetings 			
Provides secretarial administrative, clerical support and receptionist duties for the NSDC office	<ul style="list-style-type: none"> ▪ Typing and proof reading all correspondence, reports and forms including: <ul style="list-style-type: none"> - acknowledgment letters - letters of offer - position analysis - appeals - reports ▪ Directing Public to the Manager Personnel ▪ Prepares documents for competition files 			

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Task	Standards	Expectations	Authority / Decision Level	
Provides secretarial administrative, clerical and receptionist duties for the President & ED	<ul style="list-style-type: none"> ▪ Arrange for translations of ads ▪ Receives applications and give to Executive Director for review ▪ Confirms completeness of forms 			
Processes Casual Staffing and entry level clerical action	<ul style="list-style-type: none"> ▪ Drafts screening criteria ▪ Lists duties/responsibilities of position in descending order of importance ▪ Prescreens resumes ▪ Conducts interviews with Personnel Manager ▪ Verifies references and employment history ▪ Selects qualified applicants 			

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Task	Standards	Expectations	Authority / Decision Level	
Arranges Travel for Board Members and NSDC staff	<ul style="list-style-type: none"> ▪ Arranges necessary schedules and travel arrangements ▪ Prepares travel and accommodation warrants ▪ Prepares travel expense claims for Board only. ▪ Ensures the Board members understand the travel plans ▪ Records all travel and accommodation warrant numbers ▪ Ensure the travel agents have all pertinent travel information ▪ Ensure the Hotels are confirmed and adequate for the Board's needs ▪ Ensure that airfares are the cheapest available 	Must receive travel instructions two to three weeks in advance		
Preparing and taking minutes at Board/Annual/Teleconferences	<ul style="list-style-type: none"> ▪ Ensure all required documents for the meetings are prepared and completed to number of people attending ▪ Ensure pre-made Resolution forms are plenty for the meeting ▪ Ensure recording equipment and supplies are adequate and in working order ▪ Ensure the meeting place is adequate for the meeting and room enough for public presence 			

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Task	Standards	Expectations	Authority / Decision Level	
In collaboration with the Executive Director upkeep the By-laws, Policies and Procedures of NSDC	<ul style="list-style-type: none"> ▪ Ensure the staff and the Board are aware of the existing policies and procedures, as well as the By-laws of NSDC ▪ Ensure the required changes are changed using the legal system ▪ Ensure the policies and procedures are translated to the language of the Board Members ▪ Ensure the By-laws are translated to the language of the Board Members 			
In collaboration with the Igloolik Office Manager maintain supplies at the regional office	<ul style="list-style-type: none"> ▪ Ensure the office supplies are adequate ▪ Ensure the office has ample communication equipment ▪ Ensure the staff are kept up-to-date on the on-goings of NSDC (Makee & ED) ▪ Ensure any translations from the office in Igloolik is returned on time ▪ Ensure the Igloolik office has all the information about NSDC ready for distribution (Makee) ▪ Ensure the Igloolik office is okay in all areas 			
Alternate representative at National meetings	<ul style="list-style-type: none"> ▪ Attend any meetings that the policy personnel or the Executive Director cannot attend due to other circumstances ▪ Ensure all pertinent information is brought back to the office ▪ Ensure a briefing note is given to the appropriate person for the report ▪ Ensure all information from the workshop or conference or meeting is obtained and passed on to the appropriate personnel 			