

Administration Manager

Nunavut Impact Review Board

Job Definition Worksheet

Name:		Location:		1
Responsibility: <i>Provide all secretarial/administration support to the Executive Director, and NIRB</i>				
Task	Standards	Expectations	Authority / Decision Level	
Provide secretarial support services to Executive Director and staff	<ul style="list-style-type: none"> ▪ Receive incoming phone calls and directing calls as required or take messages ▪ Greet visitors to NIRB in a professional and courteous manner and direct visitors to appropriate staff ▪ Type reports, minutes, correspondence, memos, as required ▪ Maintain a BF system for all staff and file records regularly ▪ Pick up mail, sort, date stamp and distribute accordingly ▪ Mail/Fax outgoing correspondence ▪ Log outgoing and incoming correspondence ▪ Maintain an inventory of office supplies and equipment and conduct quarterly inventory and forward to finance office for purchasing ▪ Ensure Office is secure at the end of the day by checking all windows, and doors ▪ Ensure all office equipment are shut off at the end of the day 			

Name:		Location:		2
Responsibility: <i>Provide all secretarial/administration support to the Executive Director, and NIRB</i>				
Task	Standards	Expectations	Authority / Decision Level	
Provide support to Executive director in planning board meetings	<ul style="list-style-type: none"> ▪ Making all travel arrangements for Board members and staff ▪ Making all hotel arrangements for Board members and staff ▪ Booking boardrooms as required ▪ Organizing the boardroom for meetings ▪ Typing minutes and recording minutes at board meetings ▪ Ensuring all necessary equipment's are available ▪ Developing board packages and distributing to Board Members ▪ Ensuring all correspondence are distributed to Board members regularly 			
Additional Duties	<ul style="list-style-type: none"> ▪ Conduct errands as required ▪ Provide assistance to other staff as required 			

