



Administrative and Project Assistant

Job Description

CLASSIFICATION JOB INFORMATION

SAP Job ID:	90001351
Position/Classification Title:	Project Assistant
Pay Grade:	EC 02
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	1/13/2017

JOB INFORMATION

Job/Working Title:	Administrative and Project Assistant
Department:	Executive Council Office
Division/Section:	Premier's Delivery Unit
Reports To (Position Title):	
Exclusion Status:	Excluded

OVERALL PURPOSE

Provide a brief but specific statement that describes the main purpose of this job.
Reporting to the Executive Director, Premiers Delivery Unit, this position provides a broad range of administrative, research, and other support services to a Delivery Unit team.

KEY RESPONSIBILITIES

Administrative Support
Serves as the first point of contact with the public, government staff, and various external leaders by answering the main phone, routing calls to appropriate staff, and/or responding to inquiries and requests for information. Manages incoming and outgoing mail and faxes by collecting, distributing and posting in a timely manner Assists in managing the flow of information and time of the team by distributing information to the proper individuals, managing schedules, and checking emails. Maintains office functionality by scheduling equipment maintenance, ensuring supplies are available, maintaining tidiness and organization; verifying invoices and facilitating payment e Assists with the development of various documents including emails, letters, presentations, reports, etc. by drafting, proof reading, transcribing, formatting, and photocopying
Research, Website, and Records and Database Management
<ul style="list-style-type: none">• Ensures team members have easy access to information by establishing and maintaining a wellorganized documents library, and electronic, and paper file management systems and databases. Producing information on request if available; and attending meetings and taking minutes• Assists with timely communication by creating and maintaining up-to-date stakeholder lists, contact lists, digital distribution lists, etc.
Helps the team keep abreast of the external environment by preparing media and environmental scans through the monitoring of various websites, social and traditional media, as well as other public information sources such as legislative proceedings
<ul style="list-style-type: none">• Contributes to the team's work by assisting with research typically through online resources; compiles findings• Updates websites using user-friendly programs such as WordPress
Logistics
<ul style="list-style-type: none">• Assists with the planning and execution of meetings, committees, etc. The incumbent prepares /distributes invitations and materials; schedules appointments and reserves rooms; greets participants; ensures equipment is ready and working; orders catering, books hotels and travel, and prepares claims
May perform other administrative and support duties as assigned.

May perform other related duties as assigned
In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

SCOPE

Contacts (Typical):	Typically, the incumbent has regular contact with Deputy Ministers and senior managers within and outside of the unit; as well as external leaders in the private sector through phone calls, meetings, and correspondence.
Innovation:	The incumbent will independently resolve issues or challenges related to the overall management of the office such as managing scheduling conflicts, and maintaining a library and filing system. The incumbent must identify where requested information might be found, and distinguish what information is useful for the intended purpose. They will use creativity to assist in execution of meetings, as well in the design or population of reporting documents. As the unit is new, creativity and problem solving is important to develop solutions to the evolving requirements of the unit.
Decision Making:	<p>Typical decisions made by the incumbent include:</p> <ul style="list-style-type: none"> - prioritization of their work within the general time frames provided; determining how to most effectively undertake the assigned work - those affecting the management and coordination of the office, its equipment, effective functioning, and coordination of information distribution and staff schedules - whether and how to respond to inquiries, and/or to whom calls, correspondence or issues should be referred within the office - where and how to conduct research and information gathering - how to most effectively format documents and websites as professional and presentable - which software to use to complete tasks such as Word, Excel <p>All expenditures such must be approved by management.</p>
Impact of Results:	Results achieved impact the effective, daily operation of the Delivery Unit, the quality of its interactions, and its ability to most effectively support various internal and external stakeholders. Successful incumbents will increase the time unit staff have for their primary responsibilities as opposed to administrative necessities.

People Management:

	# Direct Resources Managed	# Indirect Resources Managed
Additional Information (if required):	<p>This Job Reports to: Executive Director, Premier's Delivery Unit</p> <p>Job Titles and number of incumbents reporting to this job: (if applicable) None</p>	

LICENSES/CERTIFICATIONS

Data From Conversion:	<p>Other important information not referenced elsewhere in the job description that will assist the reader with a further appreciation of what is typical of this job. If a credential, license, trade certification, professional designation is required to fulfill the duties of this job include it in this section. For example: Peng, CA, Journeyperson Certificate.</p> <p>The ideal candidates will have a professional and courteous demeanor, proven interpersonal communication skills, and experience or ability to interact with senior leaders internal and external to government. The ability to work independently and effectively in a small team environment, while interacting with others inside and outside of government is important.</p> <p>Candidates should be flexible, at ease with change, and able to adapt to an</p>
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	<p>evolving environment and the possibility of non-routine work. The incumbent will likely be required to perform other related duties as assigned.</p> <p>Candidates should be self-motivated and directed, confident in taking the lead on the management of a small office, possess solid organizational skills and attention to detail, as well as the ability to apply critical thinking and problem-solving skills. Sensitivity to confidential matters may be required. Proficiency with Microsoft Office, experience with lists and databases, and familiarity with online and other forms of research is required. Design, writing and website management skills would be considered an asset.</p> <p>The successful candidate will be subject to the appropriate background checks.</p>
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WORKING CONDITIONS

Physical Effort

Minimal - Work activities involve alternating positions of light physical activities, which cause little physical effort. Majority of time is spent in a comfortable position with frequent opportunity to move about at will. Activities require a variety of easy muscle movements

Physical Environment

Minimal - Works in an environment with occasional exposure to mild unpleasant or disagreeable conditions, and/or a remote possibility of risk of accident or health hazards.

Sensory Attention

Moderate - Work activities involve need to concentrate on a variety of sensory inputs for intermediate durations at a time requiring close attention several times daily. If sensory activities are interrupted, time is required to backtrack to resume activities, involving lost time. The need for detailed or precise work is moderate.

Psychological Pressures

Moderate - Work activities are performed in an environment with occasional exposure to one or more mental pressures. The mental stress would not be noticeably disruptive to the work, nor would the unpleasant reaction be too strong or persistent, e.g., pressure or deadlines, quotas or need for accuracy, unpleasant public or client contacts, probable concern about unpleasant situations, repetitious work, and/or some disruption of personal life because of work, work schedules or need to travel.

Examples/ Additional Information:	
	<p>Physical Environment Typically located in a comfortable office environment with regular opportunity to move around.</p> <p>Physical Effort Most of the time is spent sitting in a comfortable position with frequent opportunities to move about. Occasionally moves/lifts objects such as office supplies, equipment and boxes of files within the office or to external locations for meetings.</p>
Data From Conversion:	<p>Sensory Attention Regular need to research, read, interpret written materials e.g. proof read correspondence, e-mails, memos, conduct research. Regularly focuses on a computer monitor to do work such as scheduling, transcribing handwritten notes. A regular need to listen for the telephone and gather and interpret information and instructions provided by managers or co-workers.</p> <p>Mental Pressures Meeting sometimes tight deadlines, and multitasking e.g. may need to prepare, print and collate several documents for a meeting, while ordering lunch, setting up the meeting space, and responding to email.</p>