



## POSITION DESCRIPTION

### – Administrative Assistant, Yellowknife, NT –

#### PURPOSE

Since 1967 the Chamber of Mines (hereinafter the “Chamber”) has been the voice of the Northern mining and exploration industry. The overall goal of the Chamber is to promote the industry to northerners, Canadians and the world at large.

- The Chamber’s Vision is: *A strong minerals industry that benefits the Peoples of the North.*
- The Chamber’s Mission is: *To provide leadership on, and advocate for, responsible and sustainable mineral exploration and development in the NWT and Nunavut.*

The Chamber engages and advises governments, regulatory agencies, investors, communities, Aboriginal groups, non-governmental agencies, the media, schools, post-secondary educational institutions, and the general public. The Chamber’s primary objective is to encourage, assist and stimulate the prosperous, orderly and environmentally responsible development and growth of mining and mineral exploration in the NWT and Nunavut.

#### SCOPE

Reporting to the Office Manager, the Administrative Assistant role will be a permanent, three-quarter time position providing financial, administrative and marketing support for the Chamber of Mines. With mentoring, the plan will be to groom the successful candidate for consideration as the successor to the current Office Manager.

#### PRINCIPAL ACTIVITIES/DUTIES INCLUDE:

##### Finance & bookkeeping

- Duties include: accounts payables; bank deposits; bank reconciliations; entering transactions in computer software (QuickBooks) and receiving payments into QuickBooks; membership invoicing; Visa reconciliations; preparing and verifying travel expense claims for accuracy and for compliance with Policy.

##### Reception:

- Duties include: dealing with walk-in traffic, providing information as needed.

**Support meetings of the Board:**

- Duties include: sending and monitoring calendar invitations; preparing agenda packages; attending meetings and preparing minutes.

**General administrative duties**

- Duties include: managing board room bookings; monitoring the general email account; processing incoming and outgoing mail; booking staff flights and accommodations as necessary; monitoring, maintaining and ordering office supplies.

**Conference assistance**

- Duties include: Assisting the Office Manager with annual Geoscience Forum conference planning and administration, and support for Chamber's attendance at other conferences.

**Membership support duties:**

- Duties include: maintaining and updating membership lists for the membership directory, the Chamber website and the Chamber's (MailChimp) communications database; maintaining membership spreadsheets.

**EDUCATION AND EXPERIENCE:**

- Post-secondary education in business administration, marketing, public relations, communications or other related field, and 3 to 5 years' experience in office finance and administration or the equivalent experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Computer knowledge (MS Office - Word, Excel, Outlook; Quick Books);
- Effective written and verbal communication skills;
- Excellent interpersonal, public relations and marketing skills;
- Analytical skills;
- Excellent organizing and time management skills;
- A service-oriented attitude;
- Creative, resourceful, flexible, and self-motivated.

**WORK LOCATIONS & CONDITIONS**

- Work will be done in the NWT & Nunavut Chamber of Mines office in Yellowknife, NT, however some of the work will involve visiting potential meeting/conference sites, travel agencies, etc.
- Non-smoking environment;
- Normal working hours Monday to Friday, 8:30 a.m. to 5:00 p.m. with an hour for lunch;
- There may be some after hour business functions, or conference duties

## REPORTING

- The Administrative Assistant will report to the Office Manager, and will work cooperatively with the Office Manager and all other Chamber staff.
- This position has no direct reports.

## PHYSICAL REQUIREMENTS

- Physical demands of the job will be moderate and could include the requirement to carry moderately heavy boxes and display materials to various public and community events.
- The incumbent will be required to sit for extended hours while working on a computer or attending meetings.

## SALARY & BENEFITS

- Compensation will include salary commensurate with experience and education and a benefits package.

Approved by:	Tom Hofer, Executive Director NWT & Nunavut Chamber of Mines
Date approved:	September 23, 2019
Accepted by:	_____
	_____
	Date

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