



<b>Job Title:</b>	Executive Administrative Assistant
<b>Division:</b>	Operations and Community Planning, Environment Protection Unit
<b>Reports To:</b>	Director of Environment Protection
<b>Name of Incumbent:</b>	
<p><b>Purpose:</b> To provide administrative support and office management for the Environment Protection Unit.</p>	
<p><b>Cultural Identity Attributes:</b> A motivated individual who enjoys challenging situations and has a strong desire to assist in the achievement of results. Is organized, detail-oriented, dependable, and self-reliant, takes initiative and is passionate about environmental issues. Compliance with MCK policies, values and structure.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>To provide administration services for the Environment Protection Unit</b></p> <ul style="list-style-type: none"> <li>• Answers and directs telephone calls, greets guests and provides follow-up as required;</li> <li>• Develops knowledge of Environment Protection Unit files ;</li> <li>• Schedules meetings and assists with agenda preparation</li> <li>• Minute-taking for all meetings, prepares agendas, and manages calendars for key leadership staff;</li> <li>• Maintains a record of final minutes and monitors action items for follow-up from meetings;</li> <li>• Drafts and types letters, briefs and memos, and makes photocopies when needed;</li> <li>• Assists with the preparation and monitoring of the operational budget;</li> <li>• Obtains purchase orders, processes invoices and cheque requests, and maintains accurate records of financial documents;</li> <li>• Coordinates weekly and monthly timesheet submissions and maintains timesheet records;</li> <li>• Manages vacation requests and approvals, maintains a file for each employee and forwards information to Human Resources and Accounting;</li> <li>• Participates in planning and coordination of logistics for Environment Protection Unit events.</li> </ul>	



## To provide office management services to the Environment Protection Unit

- Oversees the maintenance and security of the office through collaboration with the Assets Management Unit;
- Researches travel options and makes travel arrangements for training, conferences and external meetings, including responsibility for use of MCK Visa;
- Facilitates communication within the Environment Protection Unit, with other MCK Units, and community organizations;
- Assists in the development and implementation of office policies and procedures, and maintains easy access to these documents for the day-to-day operation of the Environment Protection Unit.

## To develop, organize and maintain the Environment Protection Unit filing system

- In collaboration with Environment Protection Unit staff, develops and maintains an efficient master filing system for both paper and digital files, based on current best-practices;
- Coordinates the classification and filing of materials such as financial records, reports, correspondence, minutes and technical documents so they are easily searchable;
- Monitors digital and paper files to reduce redundancy and duplication, and to minimize the use of paper;
- Provides guidance to staff for consistent filing of paper and digital documents;
- Monitors chronological progression for each file and determines timeline and process for archives.

## To perform any other duties as directed by the Immediate Supervisor

*The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*



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## Decision Making Authority:

- Determines the process for managing timesheets, ordering supplies and filing systems;
- Determines appropriate communication methods for Environment Protection Unit staff and MCK staff in general;
- Determines the appropriate actions required for office maintenance responsibilities.

## Accountability:

- Upholding a positive image with colleagues and with the general public;
- Maintaining accurate financial records;
- Ensures that office supplies are well equipped and maintained for the Environment Protection Unit;
- Ensuring efficient functioning of the duties required for the position;
- Maintaining organized, user-friendly and accurate records;
- Conducting business with internal and external clients in a tactful, discrete and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

## Education & Experience:

- DEC in Office Management, plus 1 year relevant experience
- OR
- DEP in Secretarial Studies, plus 3-5 years relevant experience
- OR
- High School Diploma, plus 5-10 years relevant experience

## Knowledge, Skills, Abilities and Other Attributes:

- Good knowledge of environmental issues in the community and personal commitment to environmentally-sound practices;
- Strong knowledge of file management best practices and impeccable record-keeping abilities;
- Strong and up-to-date knowledge of Microsoft Office programs; Word, Excel, Power Point and Outlook;
- Sound research and database skills, experience with Microsoft Access or similar program an asset;
- Strong written and oral communication skills;
- Strong organizational and time management skills;
- Ability and flexibility to re-prioritize work based on new demands;
- Excellent minute-taking skills;
- Experience with budget development and maintenance;
- Ability to use discretion when handling confidential documentation;



- Ability to communicate in the Kanien’kéha and French languages is an asset;
- The willingness to learn the Kanien’kéha language is required.

**Working Environment:**

- Five day work week and normal office environment;
- Occasional overtime may be required
- Moderate stress and productivity pressure associated with the position

**Competencies:**

<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
TBD	TBD	TBD	TBD	TBD	
<b>Adaptability</b>	<b>Planning and Organizational Knowledge</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
TBD	TBD	TBD	TBD		

**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee’s Signature: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_