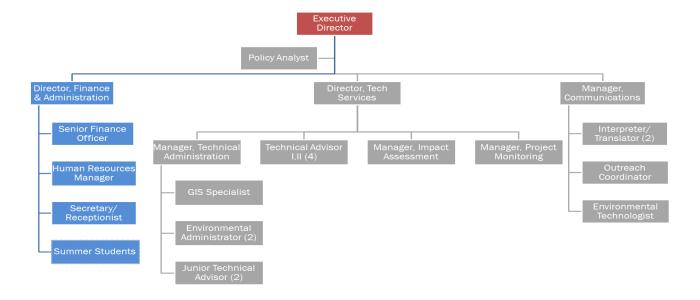


NIRB Human Resource Position Descriptions

I. General Information

Position / Title:	Secretary/Receptionist	Date in Effect:	October 31, 2015
Department:	Finance and Administration	Reports To:	Director, Finance & Administration



II. Purpose of Position

The Secretary/Receptionist provides clerical, administrative and executive support to the Nunavut Impact Review Board (NIRB). This position serves as a first point of contact in office reception, providing a welcoming and professional atmosphere and supporting Board, staff members and the general public as necessary.

III. Essential Duties and Responsibilities

1. Reception:

- Answer and direct incoming telephone calls
- Receive, record and distribute incoming and outgoing mail and faxes
- Greet visitors

2. Administrative support:

- Maintain accurate files, records and correspondence
- Maintain up to date staff and board contact sheets and calendar of events
- Keep the general office area in neat and clean order
- Provide clerical support and assistance to all staff
- Assist with travel and accommodation arrangements for Board Members and staff
- Assist with facilities, equipment, catering, materials and meeting arrangements:
 - Meeting space
 - Teleconferences
 - Make available specific meeting-related materials, files, information and documents as requested
 - Make available AV equipment and general meeting materials as requested
 - Arrange catering

Other office and administrative duties as required

IV. Other Duties and Responsibilities

- 1. Maintain office files and supplies:
 - Maintain an inventory of office supplies
 - Ensure availability of coffee/tea supplies for office use
 - Assist with maintaining office/electronic filing system
 - Any other duties as required.

V. Qualifications

Knowledge of:	Nunavut Impact Review Board mandate		
	 General office administration 		
	 Public administration practices and associated control processes 		
	•		
Skills:	Strong verbal and written communications skills		
	Strong organization and data entry skills		
	 Efficiency in Windows operating systems and Microsoft Office applications 		
	(e.g. Outlook, Word, Excel, Access, PowerPoint)		
	 Good interpersonal skills including the ability to use tact and diplomacy 		
	• Written and/or conversational fluency in Inuktitut/Inuinnaqtun considered a		
	strong asset		
Abilities:	 Summarize information and highlight important issues 		
	Task prioritization and effective time management		
	 Work independently when needed 		
	 Cope with frequent interruptions and changes in priorities 		
	 Maintain discretion and the highest level of confidentiality 		
Education:	• High School (Grade 12) Diploma or equivalency with several years' work		
	experience in positions with similar responsibilities		
Experience:	 Minimum 2 years' in an office administration position 		
	 Personal and professional experience in the Arctic or in a cross-cultural setting 		

VI. Physical Demands

- Able to lift 25 pounds
- Able to work in all weather conditions
- May be periodically subjected to physical fatigue caused by long or extended hours
- Possible overtime required
- The incumbent is subjected to extended periods working while seated at a reception desk with a computer

VII. Work Environment

- Work inside is in a clean, well-lit office or facility
- Work can sometimes be stressful

VIII. Mental Demands

- Follows precise instructions, prioritizing tasks and meeting deadlines
- Outside contact occurs almost on a daily basis and involves significant tact and diplomacy
- Must be prepared to meet the personal and professional challenges associated with living in a small, isolated community with limited resources