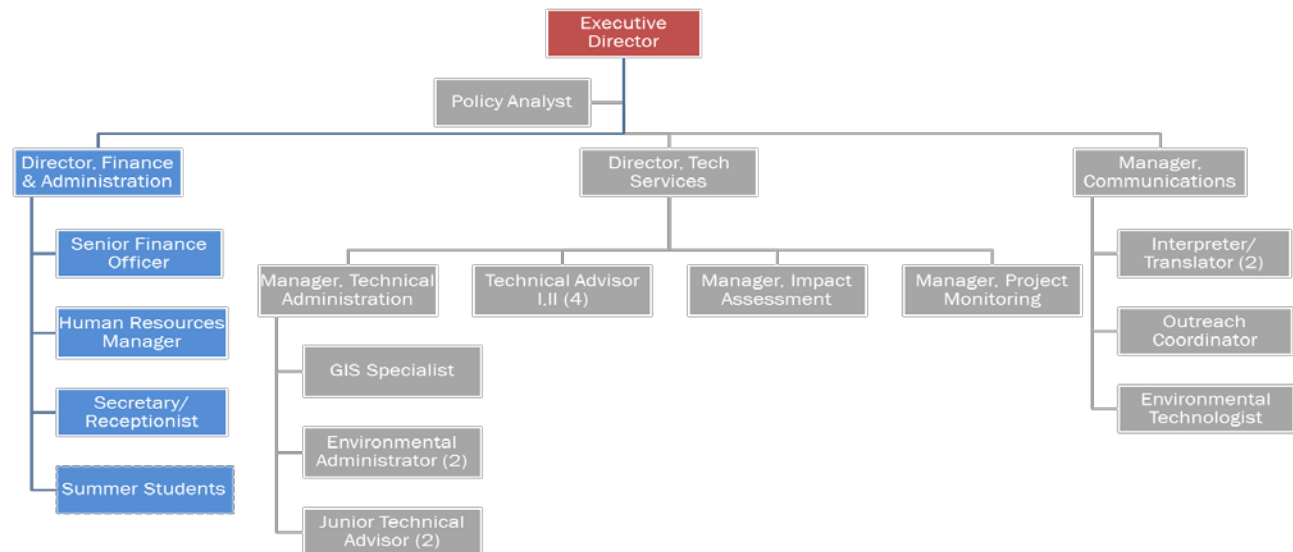


I. General Information

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:	<ul style="list-style-type: none"> ▪ Nunavut Impact Review Board mandate ▪ General office administration ▪ Public administration practices and associated control processes
Skills:	<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ 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:	<ul style="list-style-type: none"> ▪ High School (Grade 12) Diploma or equivalency with several years' work experience in positions with similar responsibilities
Experience:	<ul style="list-style-type: none"> ▪ 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