



POSITION DESCRIPTION

Job Title: Administrative Assistant

Date: June 14, 2019

Reports to: Executive Director

Job Summary:

SIEF is a financial institution focused on supporting Saskatchewan First Nation economic development. Through financial support to aspiring Aboriginal entrepreneurs, job creation and business development accrue providing a net economic benefit to the province of Saskatchewan for First Nations. The Administrative Assistant is responsible for the daily operations of the front office, providing customer service and support to clients, administrative support to the Board of Directors and Executive Director, and completing project work as required by other staff. The position also assists Accounting with various invoicing and banking related tasks. In addition, the incumbent contributes to a service-oriented culture that enables employees to personally and professionally excel.

Roles and Responsibilities:

Personal Leadership

As an essential member of the SIEF team, the Administrative Assistant contributes to SIEF's ability to achieve its vision, goals and strategic direction.

- Brings professional administrative skills to the job and assists SIEF in fulfilling its mandate.
- Supports the vision, mission and goals of SIEF.
- Demonstrates excellence in quality and quantity of work. Maintains high standards of performance.
- Demonstrates respect, honesty, credibility, and integrity with colleagues, clients, external stakeholders and others.
- Positive and productive relationships are critical to the reputation and success of SIEF. The Administrative Assistant represents SIEF professionally in all public and private venues.
- Contributes to the development and implementation of the strategic plan, annual operational plans and business development plans.
- Contributes positively and constructively to a service-centric culture that supports creativity, innovation, teamwork, continuous learning, diversity, staff engagement and opportunities to grow and succeed.
- Communicates collaboratively with the Executive Director, colleagues and others, supporting an environment of information sharing and informed decision making.
- Proactively engages in ongoing professional development with a focus on office and business administration.

Office Administration

The Administrative Assistant is responsible for the clerical and administrative aspects of all general office functions.

- Performs all general office functions contributing to a professional, efficient operation.
 - Security and protection of client and operational files and records is adhered to.

- Assists with archiving records, ensuring record retention policies and procedures are adhered to.
- Creates and maintains an inventory of office equipment and tracks it appropriately. Advises the Office/HR Manager of replacements as needed.
- Creates and maintains the office supply inventory, ordering and tracking appropriately.
- Maintains the central filing system that includes paper and/or electronic vendor, client, and operational files.
- Arranges preventative maintenance and repair of general office equipment (i.e. photocopier, fax, scanner, postage meter, etc.)
- Responsible for all incoming and outgoing mail (regular postal mail, courier, etc.)
- Provides clerical support to the Board of Directors, Executive Director, and others as required.
 - Professionally prepares correspondence, minutes, and other related documents in a timely manner.
 - Prepares information packages for meetings, presentations and seminars.
- Provides professional client service.
 - Greets and directs visitors.
 - Answers phones, transfers calls, records messages, responds to inquiries.
- Efficiently handles details associated with staff, client and stakeholder meetings.
 - Arrange meeting rooms/boardroom bookings, catering, presentation equipment, travel arrangements.
 - Arrange invitations and confirm attendance.
- Prepares mass mail distributions in a timely and efficient manner. This may include distribution of newsletters, annual report, AGM invitations, Christmas cards/greetings, etc.
- Assists with the utilization and administration of the phone system, Integrated Business System (IBS)
- Contributes to the effective onboarding of new employees providing information, training, resources and support.
- Ensures general office area is kept neat and professional.

Financial Administration

The Administrative Assistant provides assistance with some accounting and financial duties.

- Assists with Accounts Payable including preparation of bank deposits, coding invoices, preparing cheques, receipt and accounting of cheques and cash.
- Assists with reconciliation of accounts and GST submissions.
- Records and posts payments, disbursements, adjustments, loan fees, collection costs, NSF's and payouts to loan management system.
- Ensures electronic funds transfers (EFTs) are completed in a timely manner and report any NSF's to the appropriate personnel.
- Prepares monthly direct deposit listing for review by appropriate personnel.
- Arranges payment of operating and travel expenses for staff and management.

Programming Development & Delivery

To ensure SIEF's continued success, all employees have an essential role in the delivery and promotion of SIEF's purpose, programs and services.

- Offers recommendations to ensure programs and services offered by SIEF are aligned with current and future needs of First Nations and contribute to economic growth and development of First Nations and SIEF.
- Markets products and services offered by SIEF, when opportunities arise.

- Assists with the planning, organization, set up and hosting of the Annual General Meeting and other SIEF hosted events.
- Contributes information for the development and production of the annual report.
- Contributes information and content for SIEF's website; assists with changes, enhancements and updates to keep it current and relevant.

Qualifications:

- A certificate or diploma in Office Administration, 3 to 5 years related experience in the financial services sector. A combination of education, training and experience will be considered.
- Advanced proficiency in the Microsoft office suite of programs, database systems and interactive web-based communication tools.
- Experience creating and maintaining websites, share-point sites, and other web-based information sources.
- Familiarity with First Nation government and culture.

Knowledge, Skills and Abilities:

- Attention to detail and high level of accuracy.
- Good customer service skills.
- Excellent interpersonal skills.
- Strong organization and time management skills.
- Strong collaboration, communication and team building skills
- Self-motivated individual with ability to work independently and within a team.