



YUKON LAND USE PLANNING COUNCIL

Position Title: Part-time Administrative Assistant (20 hrs a week)

Job Description:

Reporting to the Planning Director and working closely with the Manager of Finance and Administration, the Administrative Assistant is responsible for aspects of the day-to-day operations of the office.

This position provides:

- administrative support to the Council and Secretariat and Regional Planning Commissions;
- arranges travel itineraries; assists with special projects and/or research on an ongoing basis;
- performs general office duties including correspondence, report typing, meeting preparation, and reception for the Whitehorse office;
- assists with financial matters as directed, receiving incoming mail, timesheets and invoices, scanning and transmitting them for processing, may do banking and assist with maintaining payroll and personnel records from time to time.

Chapter 11 of the Umbrella Final Agreement and its Implementation Plan guides the Secretariat's primary role.

Duties and Responsibilities:

The Administrative Assistant provides administrative and secretarial support to the YLUPC and Secretariat by:

Reception:

- being the first point of contact in the Planning office this necessitates answering all telephone calls and re-directing as required, and greeting all visitors to the office in a congenial, efficient manner;
- receiving, opening and distributing office mail thus ensuring that the correspondence record for Council meetings is accurately maintained, that all outgoing mail is formatted and dealt with promptly, and that a variety of mailing/contact lists is continually updated.

Filing and Record Keeping:

- maintaining filing (including Digital) system, including creating new files, classifying material to be filed, filing and retrieving correspondence and reports, and maintaining related data systems.

Financial Assistance

- providing administrative assistance to the Financial Manager as needed, ensuring that all timesheet and invoices are forwarded for processing on a regular basis.
- handling and reporting of all Petty Cash transactions (fund has a limit of \$500).

Office Administration

- performing general office duties such as photocopying, collating reports, maintaining a variety of office supplies, receiving/sending faxes, monitoring the maintenance of all office equipment and the required supplies, registering all warranties on acquisitions and tracking all pertinent info required for future reference;
- keeping a current inventory of all capital equipment, ensuring all insurance policies have adequate coverage and updating as required, responsible for the storing of an updated list of inventory off the premises in case of fire destroying all records;
- arranging travel itineraries, including transportation, accommodation and meals for staff, Council members and others traveling on YLUPC business, requesting preparation of travel advance expenses, assists Financial Manager in ensuring final claims are submitted and forms are completed with proper coding;
- maintaining a calendar of planned staff absences from the office including vacation leave, meetings, travel to communities, etc., and tracking these absences annually for each employee.

Correspondence

- composing routine/non-routine correspondence for the Planning Director's signature from general, oral or brief written instructions in response to inquiries or as requested.

Assisting Regional Planning Commissions

- performs administrative tasks regarding reporting or training for Commission members and/or staff. May provide assistance with reviews, Work Plans and other documents.

Work Environment:

Work is performed in an office environment with a multiplicity of ongoing projects and a wide variety of factors to address. This could result in stress related health risks. The work environment is one of self-direction and consensus decision making, where individual work and teamwork will be required to meet the demands of the planning office.

The position may require travel on occasion to communities throughout the Yukon to meet and work with Regional Commissions, community and interest groups. A valid Yukon drivers' license is required.