

## **Statement of Qualifications**

### **Administrative Assistant**

#### **Education/Experience**

- Certificate/Diploma in Office or Business Administration (or minimum 5 years office administrator experience), or a combination of education and experience
- Knowledge of administrative Procedures, including reception, first point of contact, all office machines, minutes taking, proof reading, social media
- Organize workshops, conferences

#### **Abilities**

- Advanced computer skills, including a thorough working knowledge of Microsoft Office, Excel, desktop publishing, database and other relevant software packages
- Operate effectively in cross-cultural settings
- Communicate effectively orally and in writing
- Operate and maintain office equipment such as fax and photocopy machines, multi-media technologies, over-head projectors, tape recorder
- Maintain organized and accurate records, filing system and files(including digital), library/data systems
- Take and transcribe minutes
- Coordinate meetings, workshops, conference logistics including travel, venue and catering
- Communicate effectively with all levels of Government, First Nations, industry and the public
- Use the Internet as a research tool and information distribution medium
- To Lift 20 lbs

#### **Personal characteristics**

- Self-motivated, flexible/adaptable in dealing with work demands and ability to prioritize on own initiative, ability to deal with interruptions, changing priorities and schedules
- Handle confidential matters, to be tactful, diplomatic, and use good judgment while working in stressful/pressure situations
- Effective interpersonal relationships
- Ability to work in a team environment and independently
- Discretion, commitment, dependability and thoroughness

#### **Conditions of Employment**

- Travel to Yukon communities for short durations for the purpose of Commission/Council meetings and/or workshops
- Valid Yukon Driver's license