



## YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

Room 300, 17304 – 105 Avenue, Edmonton. Alberta T5S 1G4

Phone: (780) 483-9404 Fax: (780) 481-4952

<b>Job Title:</b>	Administrative Assistant	<b>Location:</b>	YTCCS Main Office - Edmonton
<b>Department/Group:</b>	YTCCS	<b>Level/Salary Range:</b>	Based upon education and experience
<b>HR Contact:</b>	Joy Sandy	<b>Travel Required:</b>	Yes
<b>Reports To:</b>	YTCCS Executive Director	<b>Position Type:</b>	Contract

### Applications Accepted By:

<p><b>EMAIL:</b></p> <p>Joy Sandy, Human Resource Officer  <a href="mailto:joy.sandy@ytcadmin.ca">joy.sandy@ytcadmin.ca</a>          Subject Line: Administrative Assistant</p>	<p><b>NOTES:</b></p> <p>Short-term contract with a possibility for extension.</p>
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### Job Description

The YTCCS Administrative Assistant plays an integral role in ensuring the YTCCS office runs efficiently. The Administrative Assistant is expected to work comfortably under pressure, in a fast-paced environment. The Administrative Assistant must be able to organize and coordinate administration duties and office procedures for the YTCCS Main Office (Edmonton) and South Office (Sunchild First Nation). The Administrative Assistant must be able to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication, and safety.

#### ROLE AND RESPONSIBILITIES

- Answer telephones and ability to respond to clients or other external stakeholders.
- Monitor and coordinate the flow of information from internal and external stakeholders
- Log and distribute incoming mail including regular and electronic mail
- Prepare, review, edit, proofread, and/or submit documents, correspondence, and reports as directed
- Filing and retrieving corporate records, documents, and reports
- Attend meetings, or conferences to take notes or minutes; prepare the initial draft minutes and summaries
- Coordinate meeting and/or travel arrangements for the Board of Directors, Executive Director and staff
- Performing office duties that include:
  - Ordering supplies
  - Managing a records database
  - Manage contract and price negotiations with office vendors, services providers and office lease
- Assist in the onboarding process for new hires and HR related queries (e.g. short term disability, onboarding, staff leaves)
- Address employees queries regarding office management issues and/or staff concerns (e.g. stationery, hardware, travel arrangements)
- Assist with preparation of financial documents and/or records (e.g. audit, bank deposits, invoicing, staff travel/timesheet, preparation of cheque requisitions)

- Other additional and/or alternative duties as assigned from time to time

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Minimum requirement for this role is a high school diploma plus three years of related administrative experience.
- Related work experience in office administration in a legal environment will be considered an asset.
- Valid driver's license and own vehicle required

**PREFERRED SKILLS**

- Knowledge of the justice system (example: court processes and documents)
- Strong IT Skills including ability to utilize computer software/programs
- Proficiency in Microsoft Office programs is **required**
- Ability to work independently and in a team environment
- Excellent organization and time management skills
- Exceptional verbal and written communication skills
- Proper telephone and email etiquette
- The role requires that applicants be able to lift 20 lbs., and can sit for extended periods
- Able to effectively handle sensitive and confidential information
- Culturally sensitive and compassionate

**ADDITIONAL NOTES**

- This position may require some travel for delivering services
- Suitable Security Screening (Criminal Record check and Intervention Record check)
- YTCCS main office is located on the 3<sup>rd</sup> floor of the YTC Building with no elevator access
- Additional pre-employment screening may be required