



## JOB DESCRIPTION

<b>JOB TITLE</b>	Administrative Assistant
<b>MINISTRY/DEPARTMENT</b>	Ministry of Health and Wellness
<b>REPORTS TO</b>	Administrator Coordinator
<b>JOB FAMILY</b>	Nation Support
<b>CLASSIFICATION LEVEL</b>	Level 1
<b>DATE CLASSIFIED</b>	August 2024

### POSITION SUMMARY

The Administrative Assistant plays a pivotal role in ensuring the seamless operation of the Tri-Ministry. Their primary objective encompasses implementing, organizing, and conducting the day-to-day administrative operations with precision and efficiency. Additionally, the Administrative Assistant actively contributes to the execution of programs and projects within the ministry, offering invaluable assistance, creativity, and clerical support.

Integral to the success of the department, the Administrative Assistant excels in managing various administrative tasks, including, but not limited to, the implementation of financial documentation such as purchase orders and cheque requisitions, organizing meetings, providing event support, and maintaining meticulous documentation and records. Their adeptness in these areas serves as the cornerstone for the smooth functioning of the ministry's initiatives, highlighting their importance within the organizational framework.

### LOCATION

- Provincial Head Office – Surrey, BC.

### DUTIES & RESPONSIBILITIES

- Conducts and supports day-to-day operations including calendar coordination for Directors, Managers, and other personnel as necessary. Coordinate travel logistics and expenses for staff, external partners, and citizens. Respond to inquiries via telephone, email, and in-person interactions, and appropriately direct clients to the relevant contacts.
- Establishes and manages both electronic and manual filing systems to ensure efficient organization and accessibility of documents.
- Manages various email accounts on an as needed basis and works closely with other Tri-Ministry Administrative staff from a shared inbox.
- Processes mail outs for various project work.
- Performs a variety of administrative duties, including filing (electronically and physically), photocopying, binding, scanning, sorting, and maintaining records in a confidential manner.
- Provides coverage for other administrative staff during their absence due to vacation or illness.
- Tracks and updates the program database which includes funding and budget updates.
- Supports Métis individuals through application processes with program and services or redirects where necessary.
- Creates purchasing orders, cheque requisitions and other forms and submissions as necessary to support financial procedures.
- Carries out various administrative tasks, as required.



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- Directly communicates with MNBC Health staff on all pertinent issues.
- Establishes and maintains an effective working relationship and ongoing communications with other ministries, community agencies and key stakeholders.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

### Supervision Given

- None

### QUALIFICATIONS

- Grade 12 and completion of courses equivalent to one (1) year certificate. Diploma preferred.
- Minimum one (1) year experience in a health care setting or related field.
- A combination of relevant experience, education, and training will be considered.
- Experience in data entry and invoicing in an asset.
- Knowledge of office management systems and procedures, including online scheduling systems
- Understanding of the unique challenges Métis face accessing the healthcare system and a desire to problem solve and provide possible solutions.
- Experience working with an Indigenous organization/program that includes interacting and developing relationships with Indigenous people and Indigenous communities as well as government agencies and ministries, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

### MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our



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colleagues, our communities, and our partners. We are reliable and follow through on our word.

- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.