



Kahnawake Shakotia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Administrative Assistant III – Communications

KSCS is seeking an experienced and responsible individual to provide analytical and specialized administrative support to the Team Leader and Communications team.

Under the supervision of the Team Leader of Communications, the Administrative Assistant provides analytical and specialized administrative support to relieve the Team Leader and Communications team of complex details; performs advanced administrative duties related to financial and administrative management, meeting and event coordination, promotional items oversight, and project management.

Required Education & Experience:

- D.E.P in Administration, Secretarial or related field(s) of study with one (1) to three (3) years relevant experience.
- Minimum High School Diploma plus three (3) to five (5) years relevant experience.
- A valid drivers' license and access to a vehicle is a requirement.

Status: Indefinite full-time position, six (6)-month probationary period.

Salary: Starting at \$27.03/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at www.kscs.ca. Please call 450-632-6880 for more information and submit completed applications, online, to: humanresources@kscskahnawake.ca.

Deadline to apply is: Thursday, November 21th, 2024, at 4:00 pm.

GENERAL INFORMATION	
Code:	
Job Title:	Administrative Assistant III – Communications
Department:	Internal Operations
Date of Job Description:	November 2024
Date of Revision:	
Job Reports To:	Team Leader of Communications

JOB DESCRIPTION SUMMARY:
<p>Under the supervision of the Team Leader of Communications, the Administrative Assistant provides analytical and specialized administrative support to relieve the Team Leader and Communications team of complex details; performs advanced administrative duties related to financial and administrative management, meeting and event coordination, promotional items oversight, and project management.</p> <p>With general management direction with respect to business objective and company philosophy, independently applies in-depth knowledge of learned skills and practices associated to manage large, complex activities or projects. Knowledge and skills are considered mature or advanced.</p> <p>Provides analytical and specialized administrative support to relieve the Team Leader and Communications Team of complex details; performs advanced administrative duties including issues of a sensitive nature. Provides administrative support to Team Leader of Communications. Executes special or continuous research and data analysis tasks. Analyzes problems, determines approach, compiles and analyzes data, and prepares reports/recommendations. Coordinates activities between departments and outside parties. Contacts company personnel at all organizational levels to gather information and prepare reports. Work is generally of a critical or confidential nature.</p> <p>Decisions are based on independent judgment often requiring further investigation and evaluation and are within generally defined parameters and in alignment with organizational objectives. Alters approach or recommends broader procedural changes to accomplish desired results. Recommendations and decisions are generally accepted as accurate and sound. Seeks consultation or guidance as needed.</p>

CORE RESPONSIBILITIES and DUTIES	
Core Requirements	Duties
<p>Provides Assistance with managing the Communications Management Software</p>	<ul style="list-style-type: none"> ➤ Assists Communications Team with setup & upkeep of Communications software system. ➤ Manage and maintain the team’s project management tool (Asana), ensuring all tasks and projects are tracked accurately. ➤ The software system will do the following: <ul style="list-style-type: none"> ○ Ensure that deadlines, tasks, and progress updates are consistently logged, helping the team stay on top of deliverables. ○ Assists with assigning tasks within Asana to ensure workloads are balanced and projects remain on schedule. ○ Produces work orders. ○ Maintains employee scheduling of work. ➤ Utilizes database systems to record, track data and enter inventory.
	<ul style="list-style-type: none"> ➤ Provides administrative support to the Team Leader of Communications.

<p>Delivers administrative support to the Team Leader and Communications department.</p>	<ul style="list-style-type: none"> ➤ Maintains detailed records and tracks financial transactions related to communications, ensuring accurate and timely reporting. ➤ Produces and records Purchase Orders and coordinates cash advancements and disbursements for the communications team. ➤ Manages and verifies travel sheets for the Communications Team in coordination with the Team Leader of Communications. ➤ Ensures all travel-related timesheets are correct and submitted in a timely manner. ➤ Tracks employee vehicle insurance expiry dates. ➤ Reminds supervisor of the vehicle insurance expiry dates. ➤ May be required to research and coordinate special projects, as directed by the Team Leader of Communications ➤ Prepares, facilitates and follows up on meeting requirements. ➤ Circulates memos/information to staff. ➤ Drafts and types letters, briefs and memos, prepares reports with accuracy, requiring correct spelling, syllabication and punctuation, proofreading for typographical and grammatical errors, and makes photocopies. ➤ Types and prepares layouts for brochures, pamphlets, etc., as required. ➤ Takes minutes for team meetings. ➤ Responds to inquiries regarding Communications and if required, directs to the appropriate personnel. ➤ Coordinates and schedules internal and external meetings, including managing calendars, room bookings, and virtual meeting platforms. ➤ Prepares and distributes meeting materials, as needed. ➤ Prepares and distributes meeting materials as needed. ➤ Takes minutes during meetings with other departments, monthly one-on-one meetings, and bi-monthly team meetings, ensuring key points and action items are documented. ➤ Assists in the logistics for booking venues, arranging activities, and coordinating details for events, ensuring all necessary elements are organized in advance. ➤ Tracks event timelines and ensure all materials are prepared and delivered on time.
<p>Coordination of promotional items</p>	<ul style="list-style-type: none"> ➤ Oversees the ordering of promotional items for the organization, including sourcing vendors and managing purchase orders. ➤ Maintains and organizes the promotional items closet, ensuring accurate inventory management and timely restocking. ➤ Picks up promotional items from suppliers when delivery is not available. ➤ Delivers promotional items to satellite buildings and distribute them to staff or departments as needed. ➤ Monitors incoming communications-related emails, ensuring they are appropriately delegated to the right team members or departments for action. ➤ Tracks email follow-ups to ensure no key tasks are missed or delayed. ➤ Oversees and manages incoming requests from the communications request form, ensuring timely and efficient responses. ➤ Tracks all incoming requests and assist in assigning tasks to the appropriate team members based on capacity and expertise.

Assures an accurate and consistent filing system	<ul style="list-style-type: none"> ➤ Set up file management and archival systems. ➤ Classifies, indexes, and stores sensitive documents. ➤ Labels and stores records, reports, correspondences, operational and historical documentation. ➤ Ensures files are destroyed within a reasonable timeframe.
Performs any other job-related duties as may be required by the immediate Supervisor.	

COMMUNICATIONS	
Team Work:	<ul style="list-style-type: none"> ➤ Frequently requires a level of collaboration and cooperation to get work or projects complete.
Advising:	<ul style="list-style-type: none"> ➤ Commonly provides information that must be understood and explained.
Training:	<ul style="list-style-type: none"> ➤ Occasionally required to train or give information to stakeholders or clients.

ENVIRONMENTAL FACTORS	
Environment:	<ul style="list-style-type: none"> ➤ Regular work week, some flexible hours
Stress Factor:	<ul style="list-style-type: none"> ➤ Moderate stress with some periods of high stress.
Deadlines:	<ul style="list-style-type: none"> ➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To ensure the efficient functioning of the duties required for the position. <p>To ensure transparency and accountability of the duties required. To ensure optimum level of resource management through a clear sighted and effective manner.</p> <ul style="list-style-type: none"> ➤ To ensure the most cost effective financial measures are used. ➤ To efficiently support the Team Leader and Human Resource team of KSCS. ➤ To efficiently support the management team of KSCS, with regard to human resource requests. ➤ To ensure efficient outcomes required for the position. ➤ To maintain confidentiality practices. 	

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ➤ D.E.C. in Secretarial Studies, plus one to three (1 - 3) years experience in related field. ➤ High School Diploma with three to five (3 - 5) years experience in related field.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Strong work ethics. ➤ Strong organizational skills and ability to reprioritize work as new demands surface. ➤ Ability to use discretion when handling confidential documentation. ➤ Sound administrative skills and tools. ➤ Strong computer and typing skills with excellent knowledge of Microsoft Office Programs. ➤ Ability to multitask. ➤ To ensure the efficient functioning of the duties required for the position. ➤ To ensure transparency and accountability of the duties required. ➤ To ensure optimum level of resource management through a clear sighted and effective manner. ➤ To ensure the most cost-effective financial measures are used.

	<ul style="list-style-type: none"> ➤ Good knowledge of the community and the culture, issues, concerns and socio-economic problems facing the community. ➤ Skilled in minute taking. ➤ Possession of a valid driver's license and access to a vehicle (some travel required). ➤ Available for flexible hours to participate in KSCS activities. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien'keha language. ➤ Knowledge of statistics.

Immediate Supervisor

Incumbent

Date