

## **Assistant Office Manager**

Hours of Work: Monday – Friday, 40 hours

Location of Work: Cambridge Bay, Nunavut

Is position eligible for bilingual bonus? Yes

Should position have a trainee? Yes

Criminal Record Check Required? Yes?

### **PURPOSE**

The Assistant Office Manager role is to assist the Office Manager in the training and development of full time clerks for the office in Cambridge Bay.

### **SCOPE**

The Assistant Office Manager, (AOM), reports directly to the Office Manager and is responsible for the training and mentoring of staff working in the administrative and financial areas of Kitnuna.

### **RESPONSIBILITIES**

The AOM will be responsible for overseeing the activities of assigned staff, assigning and re-distributing duties among staff as required ensuring efficiency and that all areas of responsibility are covered.

Training new staff in all front desk and financial clerk duties will be one of the primary responsibilities for the AOM. Areas to trained staff in will include:

- basic front desk duties (phone lines, faxing, and photocopier)
- accepting payments (cash, Visa, debit)
- fuel delivery schedules
- work orders for garage and local operations
- basic accounts receivable and payable data entry
- deposits at bank, collection of mail

Assist in the preparation of project reports.

Assist the Office Manager in acting as a liaison between the Financial and Operations team will be a major component of this position. This will help ensure that all financial information is properly collected, posted and analyzed.

The AOM will work with Human Resources to identify training requirements, recommend staff for training and development opportunities and ensure sufficient numbers of front line office employees are cross-trained for administrative and financial support positions.

### **Knowledge, Skills and Abilities**

Ability to lead and motivate staff.

Strong desire to teach and help others develop and grow.

Advanced knowledge of Excel.

Strong problem solving skills: The ability to analyze a problem, find the root cause and implement an improved procedure to minimize the chances of this issue re-occurring.

Strong personal skills.

### **Working Conditions**

#### **Physical Demands**

The incumbent will spend the majority of their work day sitting in front of a computer monitor or talking to staff.

#### **Environmental Conditions**

Typically the incumbent works in a comfortable office environment. As the position is based in the Arctic, adverse weather conditions are to be expected.

#### **Sensory Demands**

The incumbent must spend long hours on the computer analyzing data and preparing detailed reports which requires attention to detail and high levels of accuracy.

#### **Mental Demands**

The Trainer will have to manage a number of requests and situations at one time. Stress may be caused by tight deadlines, the variety of tasks and the volume of the workload at certain times of the year.

As this is a new position and the duties are expected to change this job description is to be reviewed at the end of the employees third month of employment by the employee, their supervisor and the personnel manager.

January 2010