



1. IDENTIFICATION

Employee:	Date: August, 2022
Company: IRP Consulting	Status: Part-Time, 4 days/week
Title: Administrative Coordinator	Wage: \$25-27 per hour
Supervisor: IRP Co-Owners	

2. EMPLOYER – EMPLOYEE UNDERSTANDING

COMMON COMPANY GOALS

We work with Indigenous, Federal, and Territorial governments, post-Secondary institutions, private sector business and individuals to support Indigenous self-determination and to amplify reconciliation efforts that support Nation building.

We proudly anchor our work in our Yukon First Nation ways of doing, being and knowing. We have decades of experience creating a safe space for transformational work to occur.

PERSONAL GOALS

- Desire to assist with creating transformational change in the North
- Opportunity to work on diverse projects that meet company goals
- Gains satisfaction through achievements, growth and gaining new skills



GROUND RULES

- Employee will follow all company policies
- Confidentiality when handling client and business information
- Bring new ideas to the table
- Use initiative to identify problems and solutions
- Stay on track with projects, work plans, schedules, budgets
- Voice concerns as they arise
- Be receptive to open lines of communication

3. SECTION B - JOB SUMMARY

Our company is searching for an experienced, reliable and task-oriented administrative coordinator with exceptional communication and problem-solving skills. This position will require a person that is able to handle a broad array of office duties and to analyze and optimize our business operations. The Administrative Coordinator will field and refer a variety of communications, perform office tasks, analyze office processes and policies, develop creative solutions to problems, answer questions, and take part in financial tracking and planning. The administrative coordinator will work directly with our growing team and will be responsible for performing a number of administrative duties.

The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a growing company with competitive compensation. To be successful in this role, you should be well-organized, have great time management skills, be able to work independently and as part of a small team, and be able to act without guidance.

MAIN DUTIES

- Be the face of IRP Consulting - welcoming clients, partners, and other visitors, responding to enquiries in person and on the phone, and ensuring that guests have an efficient and positive experience in our offices.
- Provide comprehensive and wide-ranging administrative support for the team including but not limited to:



- Maintain executive's calendars and appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
 - Research and Writing; assist with preparation of business proposals, project plans, project reporting and tracking high level financials.
 - Taking the lead in coordinating group efforts and following up on required activities to make sure key administrative deadlines are met, e.g., invoicing and payment deadlines, business reports, correspondence etc.
 - Work with bookkeeper and IRP team to process invoices, make payments, and track receipts and expenditures
 - Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating communications.
 - Maintain office supply inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies.
 - Manage the scheduling of IRP event space, and ensure conference rooms and other meeting spaces are clean and prepared for individual client needs prior to use
 - Taking minutes at meetings and workshops as required.
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- Coordinate and manage IRP Consulting's social media presence
 - Resolve administrative problems and challenges by analyzing information; identifying and communicating possible solutions.
 - Maintain continuity of work operations by documenting and communicating needed actions to management; discovering irregularities; determining continuing needs, managing information flows in a timely manner.
 - Work to continually improve the way we complete administrative projects by identifying and implementing new technology and resources; redesigning systems; recommending re-deployment of designated resources, researching and developing new services and methods; resolving problem situations.
 - Maintain client confidence and protect operations by keeping information confidential.
 - Complete projects by creating project plans, tracking project milestones, and following up on results.

- Provide historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Ensure reliable operation of equipment (e.g., printers, presentation devices, kitchen equipment etc.) by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment and techniques.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Assist with new client outreach and the realization of new opportunities
- Contribute to team efforts by accomplishing related results as needed.

4. JOB KNOWLEDGE AND SKILLS

EDUCATION AND EXPERIENCE

- College Diploma or certificate
- Demonstrated experience in providing high level administrative support to an organization and its executives.
- Experience working with First Nation governments
- An equivalent combination of education and experience that would provide the appropriate knowledge, skills and experience may be considered

5. JOB KNOWLEDGE & SKILLS

- Demonstrated ability to understand and support the company's strategic objectives
- Clear and effective communication skills (written, verbal, presentation)
- Ability to be flexible and work independently
- Ability to work in high-pressure situations, while maintaining multiple on-going projects, and to deal directly and efficiently with stressful situations
- Ability to prioritize multiple items to meet demanding and changing



deadlines

- Excellent computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products, general website and e-mail required

INTERPERSONAL SKILLS

- Clear communicator
- When in contact with stakeholders – ethics/integrity expectations must be respected
- Positive representation of company goals and objectives
- Ability to express interests and new ideas or concerns
- Share creative & innovative thinking
- Committed, accountable and dependable
- Ability to manage workloads, time, and prioritization of tasks
- Team player - contribute to project discussions, projects, priorities, concepts, responsibilities, and ask questions
- Able to take direction, communicate issues, and progress in a positive manner, always towards achieving results

PERSONAL SUITABILITY:

- Self-motivated and independent worker
- Trustworthy, punctual, and dependable
- Honest, open, and direct communicator
- Intelligent decision maker
- Able to accept constructive criticism and alternative points of view
- Able to manage stress in a constructive manner

6. DECISION MAKING

- Implements directions provided by co-owners
- Able to problem solve issues of a complex nature requiring detailed evaluation and analysis
- Considerable latitude with respect to independent judgement



7. IMPACT/ACCOUNTABILITY

Incumbent is responsible for performing a wide range of administrative and planning assignments. The incumbent is relied upon to have adequate knowledge and ability to support in the areas of administration, planning, research, and communications. The incumbent must be able to resolve problems and issues where there are few guidelines or precedents available, and communicate when unable to resolve independently.

8. WORKING CONDITIONS

- This position will primarily work from the main IRP office
- General setting is a standard office
- Stressful situations and tight timelines are a common occurrence
- Overtime or flexible work hours will be necessary as required
- A need to work with and address various stakeholders
- Typical working hours are four days a week, to be completed between Monday-Friday, can be flexible

9. EMPLOYER-EMPLOYEE AGREEMENT

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

Co-Owner

Date

Employee

Date