

Supporting MTO Operations

Administrative

- Keep accurate logs of time spent on 3rd party funded projects such as CIRNAC,
- Monitor the toll-free MTO phone line and generic information email account/address,
- Maintain and manage supplies for printers & copiers,
- Organize and set-up storage rooms and training rooms,
- Purchase office supplies,
- Maintain inventory list of office and course supplies,
- Conduct annual inventory of course supplies, office supplies and electronics,
- Maintain office equipment, update & set-up electronics and computers, and troubleshoot minor technical issues,
- Maintain whisper kits, Owls and laptop kits,
- Create how-to manuals for use of electronics,
- Run errands as required, including shipping/picking-up cargo and orders (Canadian North, Amazon Hub, Post Office, Royal Bank and others),
- Ensure follow-ups are completed on time,
- Answer phone calls regarding general inquiries,
- Cleaning/tidying up MTO offices,
- Ensure that office security measures are followed,
- Assist MTO staff as required,

Financial

- Print & file all Accounts Payable and Accounts Receivable,
- Create bank deposits as needed,
- Age and shred documents as per document disposal schedule,

Communications

- Create promotional posters and social media promotions,
- Update MTO website as required,
- Update social media with announcements,
- Update Facebook advertisements for courses as required,

Knowledge, Skills and Abilities

This is a busy, challenging and engaging opportunity. As the ideal candidate, you are:

- **a highly professional and engaging individual** with excellent written and verbal communication skills, strong familiarity and comfort with Microsoft suite of programs
- **an organizer**, adept at multi-tasking, setting priorities, developing work schedules and monitoring progress, data, information and activities
- **a planner**, determining priorities and developing a plan to meet multiple workplace expectations
- **a problem solver**, assessing problem situations to identify causes, gathering relevant information, generating possible solutions, and making recommendations to resolve the problem.
- **adaptable**, willing to be flexible, versatile and tolerant in a changing work environment while maintaining effectiveness and efficiency.

- **a client-focused professional**, anticipating, understanding, and responding to the needs of the organization and the other staff.
- **a strong team player**, working cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness and
- **knowledgeable** on issues facing northern and remote municipalities

Your application

Submit your resume clearly demonstrating how your work and other experiences align with the essential qualifications listed below.

- Education or training in office administration, project coordination or related fields plus two years related experience.
- Experience with:
 - Managing administrative and financial tasks for a busy organization,
 - Managing/organizing event logistics
 - Coordinating project
 - Writing promotional or marketing material and social media content,
 - Microsoft Suite and Teams,
 - Working collaboratively with other employees, often working remotely, and
 - Working in a northern environment.
- Applicants must possess a valid driver's license

Candidates who have education, training, and/or experience equivalent to the essential qualifications listed above may be considered.