



KAHNAWÀ:KE NITHOTIÍÓN:SA RAOTITIOHKWA

KAHNAWÀ:KE YOUTH CENTER

POST OFFICE BOX 907

KAHNAWÀ:KE MOHAWK TERRITORY JOL 1B0

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GENERAL INFORMATION

Job Title:	Reception & Administrative Assistant
Department:	Administration
Date of Job Description:	October 2021
Job Reports To:	Director of Operations

JOB DESCRIPTION SUMMARY

Under the direct supervision of the Director of Operations, the Reception & Administrative Assistant is responsible to provide overall administrative support and reception services to the various areas of the Kahnawake Youth Center (KYC).

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
Performs general office duties.	<ul style="list-style-type: none"> ➤ Provides administrative support to the Director of Operations, Program Manager, Payroll & Accounting, and general operations of the KYC ➤ Participates in relevant organizational committees as necessary. ➤ Completes tasks of delegated administrative overload work i.e., photocopying, typing, meeting minutes, etc. ➤ Process, update, and maintain all registration information and payments for all programs and services offered by the KYC ➤ Keeps attendance and statistical records for all classes and programs offered ➤ Updates weight room swipe cards. ➤ Answers all incoming phone calls and transfers to the appropriate staff. ➤ Takes phone messages and delivers to staff. ➤ Welcomes individuals/visitors entering KYC. ➤ Directs visitors to rooms for meetings and informs appropriate staff. ➤ Answers general questions on services provided by the KYC. ➤ Retrieves mail from the post office and/or suppliers and delivers to the appropriate staff. ➤ Files documents in the appropriate areas of KYC. ➤ Circulates memos and information to staff and community. ➤ Delivers items left at Reception to staff. ➤ Directs suppliers making deliveries. ➤ Maintains supplies for all office equipment. i.e.: photocopiers, printers ➤ Coordinates with maintenance staff to maintain cleaning supplies. ➤ Maintains a neat reception area, updates signages and promotional flyers within KYC ➤ Maintains and updates the reception Procedural Manual and makes it available to temporary reception staff ➤ Assists and participates in the implementation of large-scale community events.
Assists with Payroll & Accounting Services	<ul style="list-style-type: none"> ➤ Prepares weekly check batches for vendor payment. ➤ Ensures vendor documentations are filed. ➤ Prepares cheque requisitions forms and attaches invoices and relevant documents and enters accounts to be charged. ➤ Maintains and processes all accounts receivable transactions. ➤ Updates account receivable vendor transactions. ➤ Monitors debit system and provides sales reports ➤ Prepares cash and checks for deposits on a weekly basis and verifies with GL accounts. ➤ Accepts all receipts from staff and labels and files as necessary ➤ Distributes and monitors petty cash ➤ Assists with end of year audit.

Administers and maintains master archives for KYC	<ul style="list-style-type: none"> ➤ Classifies, indexes, labels and stores records, reports, reviews, correspondence, proposals, operational, technical, financial, personnel and historical documents. ➤ Locates and selects materials as required to meet general information requests. ➤ Destroys documents in accordance with established procedures. ➤ Maintains inventories of records in storage. ➤ Assists in developing effective and efficient archive procedures for staff and management. ➤ Answers general questions pertaining to archives for KYC Board of Directors, Director of Operations, Program Manager, Payroll & Accounting, staff, and community members.
Handles scheduling of gymnasium and all other room bookings for meetings, classes, and parties.	<ul style="list-style-type: none"> ➤ Ensures scheduling of gymnasium and meeting rooms through the Amilia online registration system and confirms facilities are adequate for nature of visits/meetings/parties. ➤ Arranges/cancels appointments on an as needed basis. ➤ Ensures instructors have proper paperwork for classes, attendance forms, etc., printed from Amilia online registration system. ➤ Maintains and updates the Amilia Procedural Manual and makes it available to all staff
Performs any other job-related duties as may be required by the immediate Supervisor(s).	

ENVIRONMENTAL FACTORS	
Work Environment:	➤ Regular work week 32.5 hours, some flexible hours.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines (unplanned).
ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ Provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures, and directives. ➤ Provide timely and accurate production of high-quality documents and forms. ➤ Provide accurate and timely response of all delegated work. ➤ Perform general typing assignments on computer with accuracy, requiring spelling, syllabication, and punctuation and proof-reading for typographical and grammatical errors. ➤ Maintain confidentiality practices. 	

QUALIFICATIONS	
Education and Experience required	<ul style="list-style-type: none"> ➤ D.E.C. in Secretarial Studies. ➤ High School Diploma plus two (2) years' experience.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Strong interpersonal skills required. ➤ Ability to work a multi line phone system. ➤ Excellent verbal and written communications skills required. ➤ Knowledge of computer programs (Microsoft Word, Excel, Outlook, etc.). ➤ Experience in minute taking. ➤ Good knowledge of office machines. ➤ Strong organizational skills and ability to prioritize work as new demands surface. ➤ Ability to work independently and in a team setting. ➤ Ability to multitask and make decisions. ➤ Ability to converse with clients. ➤ Ability to remain calm in different situations as they may arise. ➤ Regular work week; may be required to work some overtime on weekends or evenings. ➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none"> ➤ A valid driver's license and access to a vehicle. ➤ Knowledge of Kanien'keha and French as asset.

Immediate Supervisor

Incumbent

Date