

Engineers Yukon Administrative Assistant Position Profile

This position reports to the Engineers Yukon Executive Director.

Tasks include, but are not limited to:

1. Administration

- act as the first point of contact (reception) for Engineers Yukon through professional handling and/or routing of public inquiries, emails, incoming calls and/or visitors
- maintain public office space(s) to a professional office standard with an awareness of maintaining confidentiality of information, order and security
- deliver frontline support to the members who require customer service supports in the areas of email address updates to access online membership accounts, payments in person, password resets, and as necessary redirect queries to the appropriate department for more complex or specific support.
- confidently respond to and document requests from registrants, Council and Engineers Yukon committee members
- process, track, distribute, and/or file incoming mail and deliveries
- process outgoing mail and/or deliveries
- initial contact person to advise committee members of meeting times and locations and to track availability to attend meetings and events
- put together Council agenda packages and email to Council & Officers along with resolution to approve consent agenda
- attend Council meetings, record and transcribe the minutes in draft form to be reviewed & approved by Council
- support Committee and Council meetings by printing or copying material for meetings, booking outside venue (if Boardroom cannot be used), arranging hospitality, setting up the Boardroom or other venue, and ensuring the Boardroom is put back in order after meetings
- attend Annual General meeting and any Special General meetings, record and transcribe the minutes in draft form to approved by membership at a subsequent AGM or SGM
- as needed, attend meetings to record and transcribe minutes for Engineers Yukon committees
- assist in organizing and coordinating Engineers Yukon events such as conferences, workshops, technical sessions, competitions, and social functions
- assist in organizing and coordinating partnership events
- assist Awards committee with the administration of Engineers Yukon Awards
- maintain and update Council history
- update forms/documents as required
- maintain a central filing system of administrative records and archives
- maintain public office space(s) to a professional office standard with an awareness of maintaining confidentiality of information, order and security

2. Registration

- prepare member requests for resignation, cancellation, reinstatement, change to retired or life member status
- prepare permit holder requests for cancellation
- arrange for completion of P.Eng. certificates, then mail certificates to members
- responsible for maintaining the integrity, confidentiality, and security of all registration files

- maintain security and control of the filing system for both active and dormant registrant files and monitor and control routing systems for records. The Administration Assistant shall be familiar with and apply all relevant policies and legislation regarding protecting the privacy of the information collected by Engineers Yukon.

3. Communications/Functions

- Ensure that all relevant email correspondence is copied to the appropriate person to improve communications and to ensure there is no duplication of effort or misunderstanding of information
- maintain and update email contact lists of committee members, Council and local Engineers Yukon registrants and distribute information by email, as requested
- responsible for processing communications to membership through online database management system
- responsible for updating of information and/or documents on the Engineers Yukon website
- update member and Permit Holder lists on a biweekly basis
- distribute Newsletters and other documents as requested
- provide administrative support for Engineers Yukon public relations and professional development activities to programs and events including the Annual General Meeting, Awards Banquet, Annual Bridge Building Competition, Education Awards, Engineering Excellence Awards, and /or other special events or meetings, as requested

4. Financial

- prepare and make bank deposits
- reconcile entries on petty cash spreadsheet
- assist Registration Coordinator with notifying members & permit holders of outstanding renewal payments

5. Other Duties

- any other duties as assigned necessary to support the affairs of Engineers Yukon