



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATIVE ASSISTANT (I)

Job ID	23934-3460
Web Address	https://careers.indigenous.link/viewjob?jobname=23934-3460
Company	McMaster University
Location	Hamilton, ON
Date Posted	From: 2019-01-14 To: 2050-01-01
Job	Type: Full-time Category: Education

Description

JD#: JD00090

Pay Grade: 4

Title: Administrative Assistant (I)

Unit/Project Description: For Department use only. The Canadian Longitudinal Study on Aging (CLSA) is a large, national, long-term study that will follow approximately 50,000 men and women who are between the ages of 45 and 85 when recruited, for at least 20 years. The CLSA will collect information on the changing biological, medical, psychological, social, lifestyle and economic aspects of people's lives. These factors will be studied to understand how, individually and in combination, they have an impact in both maintaining health and in the development of disease and disability as people age.

Job Summary: Organize and perform a range of administrative duties that require a thorough understanding of established functions, policies, and procedures.

Purpose and Key Functions:

- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Schedule and coordinate a variety of meetings and events including room bookings, agendas, catering and travel arrangements.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Write a variety of formal notes and records such as meeting minutes.
- Update and maintain information on websites and social networks.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine calculations.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

Requirements: 2 year Community College diploma in Office Administration or related field of study. Requires 2 years of relevant experience.

Assets: For Department use only.

Additional Information: Successful Candidates Must Demonstrate/ Have the Following:

- Experience with formatting, word processing and editing a variety of material such as reports, articles, grants and documents.
- Experience with editing and proofreading.
- Assist with the coordination of regularly recurring events such as timetables, conferences, workshops, research committee meetings.
- Plan and organize senior staff and faculty schedules.
- Assist with national and international travel arrangements.
- Must have experience with taking and transcribing minutes from various sizes and sometimes technical meetings. The incumbent will assist with scheduling meetings and appointments for faculty and established Governance Committees and Working Groups.
- Expense reports and voucher payment experience in Mosaic required.
- Excellent communication skills both oral and written.
- Excellent organizational ability.
- Excellent computer skills i.e. Microsoft Office suite

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT (I)