



# 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.

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# Job Board Posting



Careers.Indigenous.Link

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## ADMINISTRATIVE ASSISTANT (II)

<b>Job ID</b>	<b>28829-5767</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=28829-5767">https://careers.indigenous.link/viewjob?jobname=28829-5767</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2019-09-11	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

JD #: JD00091

Pay Grade: 5

Title: Administrative Assistant (II)

Unit/Project Description: For Department use only. The incumbent will provide support to a senior researcher within the Mood Disorders Program in the Department of Psychiatry and Behavioural Neurosciences. This includes support to the research team in the development of the Neurosciences Program. The incumbent will help to facilitate the offer and onboarding of learners, i.e. postdoc fellows and research assistants. They will also provide administrative assistance in arranging travel, accommodations and organizing seminars and conferences. Financial management of the various research programs and funding are a very important part of the job. The incumbent will be required to assist the faculty member with OHIP billings and academic work.

Job Summary: Organize and perform a full range of administrative duties that require a thorough understanding of established functions, policies, and procedures. Establishes priorities for general office operations and is responsible for providing direction to others in how to carry out work tasks.

#### Purpose and Key Functions:

- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- 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.
- 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 a variety of 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 3 years of relevant experience.

Assets: For Department use only.

Additional Information: The incumbent will have experience in complex scheduling and will have strong computer skills and knowledge of hiREB, STAR CV, MacFacts, MOC, Mosaic, as well as Microsoft programs. Knowledge of Webstar (RMA) is required. Sharp financial management and analytical competences are crucial. Excellent communication skills are required for interactions with faculty, staff, students and internal/external contacts. The successful applicant will be detail-oriented and possess outstanding interpersonal and organizational skills. The ability to work independently and arrange extensive travel will be necessary. Experience supporting a clinical faculty member including RMA billing is required. Attendance at early morning and evening meetings are an expectation of this position.

