



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

Date Printed: 2024/05/02

Administrative Assistant

Job ID	796938604	
Web Address	https://careers.indigenous.link/viewjob?jobname=796938604	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2018-05-06	To: 2050-01-01
Job	Type: Full-time	Category: Miscellaneous

Description

Closing Date 2019-02-13
Reference Number 17-970-04-062

Job Category Entry Level

Who Can Apply Canadian Citizens

Location Toronto, Ontario

Salary Range \$45,920 - \$55,680
Status Indeterminate (permanent)

Language Requirement English Essential

Job Summary

The incumbent of the position has the following responsibilities:

- Compile and maintain reference material and/or systems/logs on a variety of projects/subjects by reviewing and synthesizing the information/data that would facilitate the preparation of reports.
- Plan and organize the administrative work of the section by maintaining, controlling, and logging of incoming and outgoing correspondence.
- Conduct research on various subjects by analyzing the information from different sources and by providing summaries, advice and recommendations resulting from analysis.
- Prioritize projects/activities of the section/unit by setting a diary date and assigning work further to discussions with management.
- Recommend improvements to the administrative practices/procedures/directives.
- Organize appointments and meetings according to priorities by arranging/scheduling the meeting, making travel arrangements and/or gathering appropriate documentation.

Education

- Undergraduate degree and one (1) year of experience
- College diploma and three (3) years of experience
- High school diploma and ten (10) years of experience

Note: Any higher level of education could be recognized as experience. The educational program must be from an accredited learning institution recognized in Canada.

Experience

Experience in providing administrative support such as:

- Plan and organize the administrative work by maintaining, controlling and logging of incoming and outgoing correspondence.
- Organize and maintain a tracking system for diary dates.
- Organize appointments and meetings according to priorities by arranging and scheduling meetings; making travel arrangements and/or gather appropriate documentation.

Candidates must also possess:

- One (1) year of experience in dealing with managers and employees at all levels.
- Two (2) years of experience in providing client services.

Competencies

- Communication
- Organizational skills

- Multitasking
- Reliability
- Rigour
- Teamwork

Conditions of Employment
Not Applicable

Notes
Not Applicable

Reference Links

Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Administrative Assistant](#)