



# 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.Links 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:

Toll Free Phone: (866) 225-9067

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/06/30

## Administrative Assistant - Laval, QC (12-month contract)

<b>Job ID</b>	193585-en_US-6721	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=193585-en_US-6721">https://careers.indigenous.link/viewjob?jobname=193585-en_US-6721</a>	
<b>Company</b>	Scotiabank	
<b>Location</b>	Laval, QC	
<b>Date Posted</b>	From: 2024-06-28	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Finance

### Description

Requisition ID: 193585 Join a purpose driven winning team, committed to results, in an inclusive and high-performing culture. The Regional Coordinator, Client Support is responsible for the execution of day to day operational tasks & activities to support the Region. Duties & Responsibilities: (What you will do)

- Maintain office systems including but not limited to network administration, telephone and voice mail programs.
  - Lead management of facilities operations as well as delivery and change management of facilities related changes
  - Maintain office systems including but not limited to network administration, telephone and voice mail programs, reference and product files, branch library and Product & Procedures manual.
  - Liaises with Facilities to support leasehold improvements, lease renewals and planned moves.
  - Independently manages monthly and quarterly compliance reporting tasks, including follow-up with advisors on outstanding Cases, for the region.
  - Identifies compliance deficiencies, and communicates to Advisor and Admin to rectify.
  - Complete regional reporting requests & data analysis in MX360, Tableau and other corporate reports
  - Manage regional administration tasks for GIC Maturity Report/Letter Generation, Cash Report Generation and SOTI
  - Coordinate and execute on a variety of regional initiatives; including seminars, Client Forums and PD Days, coordinate logistics as required.
  - Participate in various regional meetings and special projects, as applicable.
  - Liaise with external partners such as medical associations, accounting firms, etc. as required for regional projects
  - Assist with expense reporting including managing/tracking budgets, validating cost centers, etc.
  - Other administrative tasks as required. Understand how the Bank's risk appetite and risk culture should be considered in day-to-day activities and decisions
- Education & Experience: (What you need)

- Community college diploma in Business Administration or equivalent.
  - Three+ years' experience in an administrative or clerical position, preferably with a financial services company.
  - Working knowledge or RRSPs, RRIFs, mutual funds and client services would be an asset. Excellent computer skills including MS Word, MS PowerPoint, and good understanding of current corporate applications.
- Competency Requirements: (What you bring)

- Stewardship of the client experience.
- Strong organizational skills.
- Excellent communication skills.
- Initiative and resourcefulness.
- Ability to work effectively and collaboratively within a team.
- Attention to detail.
- Well-organized with high energy, effective communication skills
- Enjoys a fast pace environment and is highly professional.
- Team player with a desire to consistently create a positive work environment.

"Pursuant to a language needs assessment conducted by Scotiabank, the successful candidate will be required to be able to communicate in English in addition to French because they will be required to work closely with other groups from head office who operate primarily in English, they will report to a manager from head office who is an English speaker, and/or they will serve an English-speaking clientele." Location(s): Canada : Quebec : Laval || Canada : Quebec : Laval-ouest || Canada : Quebec : Montreal || Canada : Quebec : Montreal-nord Scotiabank is a leading bank in the Americas. Guided by our purpose: "for every future", we help our customers, their families and their communities achieve success through a broad range of advice, products and services, including personal and commercial banking, wealth management and private banking, corporate and investment banking, and capital markets. At Scotiabank, we value the unique skills and experiences each individual brings to the Bank, and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation (including, but not limited to, an accessible interview site, alternate format documents, ASL Interpreter, or Assistive Technology) during the recruitment and selection process, please let our Recruitment team know. If you require technical assistance, please [click here](#). Candidates must apply directly online to be considered for this role. We thank all applicants for their interest in a career at Scotiabank; however, only those candidates who are selected for an interview will be contacted.

For more information, visit [Scotiabank for Administrative Assistant - Laval, QC \(12-month contract\)](#)