# 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
Toll Free Fax: (877) 825-7564
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON  P0X 1C0

## ADMINISTRATIVE ASSISTANT (II)

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| **Job ID** | **63330-4361** |
| **Web Address** | https://careers.indigenous.link/viewjob?jobname=63330-4361 |
| **Company** | McMaster University |
| **Location** | Hamilton, ON |
| **Date Posted** | From: 2024-06-27    To: 2050-01-01 |
| **Job** | Type: Full-time    Category: Education |

## Description

About the UniversityRanked among the top engineering schools in Canada and worldwide, the Faculty of Engineering has a reputation for innovative programs, cutting-edge research, leading faculty, and aspiring students. Engineering faculty, staff and students at McMaster pursue research and learning in more than 22 research centres, institutes and networks whose interdisciplinary pursuits cross-departmental and faculty boundaries. Outside the University, we regularly collaborate on research projects with partners in universities, the government and more than 100 companies in Canada and abroad.The Department of Electrical and Computer Engineering stands as one of the largest within the Faculty of Engineering, offering a comprehensive array of academic options. We provide 11 degree programs and are supported by 40 faculty members, each specializing in key areas such as biomedical technologies, communication technology, systems and networks, electrified and autonomous transportation, electromagnetic and photonics, integrated and embedded systems, microelectronics and VLSI, optimization, learning and control, power electronics and electric machines, and signal, image, and video processing. The department nurtures a vibrant community that supports over 200 graduate students and nearly 400 undergraduate students in their academic and professional pursuits.About the Position: The Department of Electrical and Computer Engineering invites applications for a full-time Administrative Assistant (II) to join our dynamic team! As an Administrative Assistant, you will report to the Academic Department Manager and play a pivotal role in providing comprehensive support to our faculty, staff, and students across various domains including inquiry resolution, financial management, budget support, event coordination, communications (including website and social media updates), and office logistics. You will serve as the primary point of contact in the office, necessitating outstanding customer service, meticulous attention to detail, and exceptional active listening skills.In addition to day-to-day responsibilities, you will contribute to the development and implementation of improved work methods and procedural recommendations aimed at enhancing departmental efficiency.Join us in advancing excellence in the Electrical and Computer Engineering Department. Apply now to be part of our dedicated team!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.

Supervision:
- Provide direction to others in how to carry out work tasks.
- Ensures adherence to quality standards and procedures for short-term staff and volunteers.

Requirements:
- 2 Year Community College diploma in Office Administration or related field of study.
- Requires 3 years of relevant experience.

Assets:
- Previous experience working at McMaster University and with Mosaic, is a definite asset.
- Experience with website and social media management is an asset.

Additional Information:
- This role requires the successful candidate to have or demonstrate the following:
- High attention to detail and accuracy.
- Commitment to high standards of professionalism.
- High degree of integrity and ability to handle confidential information.
- Strong interpersonal, oral, and written communication abilities.
- Tact and diplomacy when communicating with stakeholders
- Creative problem-solving and critical thinking abilities.
- Ability and interest in functioning both independently and in a team environment.
- Strong organizational and time-management skills.
- Ability to effectively prioritize and meet competing demands in a fast-paced environment.
- Extensive experience with calendar and schedule management.
- Proficiency with Accounts Receivables (AR), Accounts Payable (AP), Journal Entries and Reconciliations
- Competency in Microsoft Word, Excel, Outlook, Teams, and Adobe

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