



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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Administrative Assistant, Regional Office - Edmonton

Job ID	0D-7B-60-91-3B-3D	
Web Address	https://careers.indigenous.link/viewjob?jobname=0D-7B-60-91-3B-3D	
Company	Public Service Alliance Of Canada	
Location	Edmonton, Alberta	
Date Posted	From: 2021-11-25	To: 2021-12-07
Job	Type: Fixed-term	Category: Office
Job Salary	\$74,610 - \$83,976	
Languages	English	

Description

Deadline to Apply: Tue, 07 Dec 2021 15:30 EST

Purpose of position:

As part of the Regional Office Team, the Administrative Assistant provides comprehensive administrative services that enable the Regional Office to fulfill its role in a timely and credible manner. Under the direction of the Regional Coordinator maintains the administrative aspects of the Regional Office, while carrying out the wide variety of administrative, secretarial and clerical responsibilities to ensure efficient operation of the Regional Office.

Qualifications:

Education/Experience:

• Successful completion of business and/or secretarial training, or equivalent experience normally provided through several years of providing administrative services relevant to the duties of the position.

Knowledge:

• Knowledge and ability to use spreadsheets (ideally Excel) and database software (ideally Access).

• Good knowledge of the Public Service Alliance of Canada.

• Knowledge of the trade union objectives and activities.

Abilities:

• Proficiency in the use of a personal computer including ability to use Windows, e mail, FrontPage, and Internet.

• Proficiency in spelling, vocabulary and in the application and usage of English and French grammar (according to the position's requirements).

• Ability to effectively transcribe type and perform word processing functions using Microsoft Word.

• Ability to communicate orally and in writing in English is essential.

• Ability to work independently and determine priorities under strict deadlines.

• Ability to work cooperatively with others in a team environment.

• Ability to solve problems.

Personal Suitabilities:

• High degree of initiative.

• Good judgment.

• Commitment to union and equity principles.

The PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. We encourage applications from members of equity seeking groups.

How to Apply

Click " Apply Now "