



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

Job Board Posting



Careers.Indigenous.Link

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External Communication Centre Operator

Job ID	18-968-05-041-9400	
Web Address	https://careers.indigenous.link/viewjob?jobname=18-968-05-041-9400	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2019-02-08	To: 2050-01-01

Description

Closing Date 2019-04-17
Reference Number 18-968-05-041

Job Category Entry Level

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$54,340 - \$66,090

Status Term - 18 months

Language Requirement Bilingual Imperative (BBB/BBB)

Job Summary

The Operator is responsible for the processing, transmittal and receipt of operational and administrative message traffic for CSIS and ensuring all communication devices are functional.

- Organize and schedule the workload to meet deadlines imposed by the message traffic and other agencies.
- Assist and advise in the preparation and processing of outgoing traffic by informing users and instructing staff of new/changing procedures.
- Evaluate messages in accordance with their urgency and destination. Ensure and verify delivery.
- Train and instruct new employees.
- Administer all electronic mail accounts to ensure proper transmission of incoming and outgoing message traffic by retaining/organizing appropriate tracking data.
- Respond to user queries, both domestic and overseas, and resolve problems.
- Monitor /maintain multi-secure communication links and ensure all COMSEC security integrity is adhered to.

Education

- College diploma

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

Two years of experience providing client services and processing information, using computer-based tools. Assets:

- Courses in the informatics discipline;
- Experience working in a telecommunications environment.

Competencies

- Organizational skills / multitasking skills
- Adaptability/Flexibility
- Rigor
- Teamwork
- Client service
- Communication

Conditions of Employment

- Upon appointment, an employee shall remain in their new position for two (2) years.
- Applicants must be willing to work shifts and may be required to work on a 24/7 rotational basis.
- Flexibility is required in relation to the work schedule that may extend beyond core hours of work based on operational requirements.

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 External Communication Centre Operator