



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

Date Printed: 2024/05/04

Representation Case Administrator/Administratrice Ou Administrateur De Cas

Job ID	1A-72-2B-F6-D4-F2	
Web Address	https://careers.indigenous.link/viewjob?jobname=1A-72-2B-F6-D4-F2	
Company	Public Service Alliance Of Canada (PSAC)	
Location	Ottawa, Ontario	
Date Posted	From: 2020-11-23	To: 2020-12-09
Job	Type: Full-time	Category: Office
Languages	English And French	

Description

Under the direction of the Coordinator of the Representation Section, this position provides secretarial and administrative support to the national and/or regionalized Grievance and Adjudication Officers, and/or Alternate Dispute Resolution Officers, and/or Classification Officers and/or Analysts (hereafter referred to as "Representation Officers").

Competition number: 2220-0003A-020

Position title: Representation Case Administrator

Branch/Section: RSLB

Employment Type: Indeterminate

Classification: Band 7

Linguistic designation: Bilingual (English and French)

Global Linguistic level: Second language CEFR level: C1

Salary: \$63,881 - \$71,899, plus \$1486.43, bilingual bonus

Group: AEU11

Location: Ottawa

Employment Equity Designation: In accordance with the PSAC Employment Equity Plan, preference for this position will be given to a qualified Indigenous or racially visible person

Fonctions

Sous la direction de la coordonnatrice ou du coordonnateur de la Section de la représentation, la ou le titulaire fournit des services administratifs et de secrétariat aux agentes et agents aux griefs et à l'arbitrage, et/ou aux agentes et agents aux règlements extrajudiciaires des conflits, et/ou aux agentes et agents de classification et/ou aux analystes aux griefs et à l'arbitrage (ci-après appelés dans leur ensemble « agentes et agents de représentation »), tant au niveau national et que régional.

Numéro de concours : 2220-0003A-020

Titre du poste : Administratrice ou administrateur de cas de représentation

Direction/Section : DSRJ

Type d'emploi : Durée indéterminée

Désignation linguistique: Bilingue (anglais et français)

Niveau linguistique global: Niveau de langue seconde d'après le CECR : C1

Classification : Niveau 7

Salaire: 63 881 \$ - 71,899 \$, plus 1 486,43 \$, prime de bilinguisme

Groupe: SEA II

Lieu de travail: Ottawa

Désignation en matière d'adoption du Plan d'adoption en emploi : En raison de l'adoption du Plan d'adoption en emploi de l'AFPC, la préférence pour ce poste sera accordée à une personne qualifiée, autochtone ou issue du groupe racial visible.

Experience

Knowledge:

â€¢ Basic knowledge of trade union roles, objectives and activities.

â€¢ Understanding and commitment to trade union and equity principles.

â€¢ Proficiency in the use of a personal computer, including to use Windows, e-mail, spreadsheets (ideally Excel) and database software (ideally Access).

â€¢ Proficiency in spelling and in the application and usage of French and English grammar to accurately prepare correspondence such as notices of hearing, and including proofreading and editing documents for grammatical and typographical errors.

Abilities:

â€¢ Second language skills as per the Common European Framework of Reference for Languages (CEFR) level indicated above.

â€¢ Ability to effectively type, transcribe and perform other work processing functions using Word.

â€¢ Ability to independently organize, plan and determine work priorities in order to meet strict deadlines, in an environment with multiple and competing priorities.

Connaissances:

â€¢ Connaissance g n rale du r le, des objectifs et des activit s du syndicat

â€¢ Compr hension des principes du syndicalisme et de lâ€™ quit  et adh sion   ces principes

â€¢ Connaissance approfondie en Windows, du courriel, des chiffriers  lectroniques (id alement le logiciel Excel) et de bases de donn es informatis es (id alement le logiciel Access)

â€¢ Ma trise de lâ€™orthographe et de la grammaire fran aise et anglaise pour pr parer avec pr cision la correspondance telle que les avis d audience incluant la capacit    r viser et corriger les erreurs grammaticales et typographiques.

Education Requirements

Education/Experience:

â€¢ General administrative and secretarial knowledge and ability associated with successful completion of business and/or secretarial training, or equivalent, normally acquired through several years of experience in providing secretarial services relevant to the duties of the position.

Formation et exp rience:

â€¢ Comp tences g n rales en services administratifs et en secr tariat que conf re une formation r ussie en commerce et/ou en secr tariat, ou lâ€™ quivalent, habituellement acquis   la suite de plusieurs ann es d exp rience en secr tariat se rapportant aux fonctions du poste

Aptitudes :

â€¢ Comp tences en langue seconde selon le niveau du Cadre europ en commun de r f rence pour les langues (CECR) pr cis  ci-dessus.

â€¢ Aptitude   taper et   transcrire efficacement des documents et   ex cuter d autres fonctions de traitement de texte   lâ€™aide du logiciel Word

â€¢ Aptitude    tablir et planifier de fa on autonome les priorit s de travail afin de respecter des d lais rigoureux, dans un milieu caract ris  par des priorit s multiples et concurrentes

Essential Skills

Personal suitability:

â€¢ High degree of initiative and good judgment.

â€¢ Demonstrated ability to work cooperatively with others.

A detailed job description is available at: psacunion.ca/jobs-psac.

Qualit s personnelles:

â€¢ Le sens aigu de lâ€™initiative et un bon jugement

â€¢ Aptitude manifeste au travail d  quipe

Pour une description de travail d taill e, consultez le syndicatifpc.ca/carrieres-lafpc

How to Apply

Please submit your résumé stating how your knowledge, skills and abilities relate to the qualifications of the position. Internal applicants should submit their résumé online through the intranet.

Indeterminate PSAC employees who meet all the qualifications of this position can request a transfer in accordance to the relevant collective agreement by sending a written request to the Human Resources Section on or before the closing date.

Members should provide their membership number to be considered at the membership level.

PSAC Members and candidates from external should apply online at: psacunion.ca/jobs-psac.

Closing Date: December 9, 2020 at 3:30p.m

Comment déposer une demande: Envoyez votre curriculum vitae en mettant en valeur vos connaissances, vos aptitudes et vos capacités en regard des exigences du poste.

Le personnel interne est prié de soumettre sa demande en ligne via l'intranet.

Les membres du personnel de l'AFPC qui occupent un poste indéterminé et qui rencontrent les exigences de ce poste peuvent demander une mutation en vertu de la convention collective qui s'applique en envoyant une demande par écrit à la Section des ressources humaines avant ou à la date de fermeture du concours.

Les membres de l'AFPC doivent fournir leur numéro de membre.

Les membres de l'AFPC et les candidats de l'externe doivent compléter l'application en ligne en consultant: syndicatafpc.ca/carrieres-lafpc.

Date limite : Le 9 décembre à 15 h 30 (heure de l'est)