



# 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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## Supervisor, Administrative Services

**Job ID** 20-968-06-011-4799  
**Web Address** <https://careers.indigenous.link/viewjob?jobname=20-968-06-011-4799>  
**Company** CSIS  
**Location** Ottawa, Ontario  
**Date Posted** From: 2020-05-08 To: 2050-01-01

### Description

Closing Date 2020-08-06  
Reference Number 20-968-06-011  
Job Category Entry Level  
Who Can Apply Canadian Citizens

Location Burnaby, British Columbia  
Salary Range \$61,380 - \$74,670  
Status Indeterminate (permanent)  
Language Requirement English Essential

### Job Summary

- Manage the activities of the administrative unit by developing plans, monitoring progress, and recommending improvements.
- Supervise administrative staff by setting objectives/goals, evaluating performance, and providing support.
- Action corporate requests by logging requests, advising search parameters/strategies, doing research, assessing and collating results
- Plan and coordinate requirements related to projects, visits, presentations and/or special events.
- Assist and/or prepare visual presentations and speaking notes for various clients.
- Develop and establish professional relationships with clients, colleagues and stakeholders to ensure business goals and Service standards are met.
- Draft communications and corporate responses on behalf of the Region.
- Prepare detailed reports, statistics, and tracking systems to monitor administrative and corporate requirements and activities.
- Liaise with clients to provide training and support with regards to corporate/administrative requirements.

### Education

- Undergraduate degree
- 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 through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

### Experience

- Undergraduate degree and one (1) year of experience

- College diploma and three (3) years of experience
- Experience in the fields of administration, research, and client service.

Candidates must also possess:

- Experience in a supervisory role

Assets:

- Experience in Information/Records Management

Competencies

- Client Service
- Teamwork
- Communication
- Organizational skills / multitasking
- Ability to Learn
- Initiative

Conditions of Employment

Not Applicable

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 Supervisor, Administrative Services