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
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/29

Administrative Assistant

Job ID	**20-970-04-138-1550**	
Web Address	https://careers.indigenous.link/viewjob?jobname=20-970-04-138-1550	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2020-12-14	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-07-16
Reference Number 20-970-04-138
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Burnaby, British Columbia
Montreal, Quebec
Edmonton, Alberta
Toronto, Ontario
Salary Range $49,130 - $59,750
Status Indeterminate (permanent)
Anticipatory (Edmonton)
Term (Toronto)
Language Requirement English Essential (Burnaby, Edmonton, Toronto)
Bilingual Non-Imperative (Montreal)

Job Summary

The Administrative Assistant (Level 4) is responsible to provide day to day administrative support to a branch or program. Process administrative requests and organize and prioritize administrative work. Provide support functions to the branch management or program by maintaining and monitoring activity tracking processes and responding to incoming and outgoing communications. Compile/maintain reference material and/or systems/logs on a variety of projects/subjects by reviewing and synthesizing the information/data that would facilitate the preparation of reports. Schedule and coordinate meetings with other enabling branches and/or clients and/or external stakeholders. Prepares meeting documents; takes minutes of internal meetings, transposes notes into electronic format and disseminates the final minutes to participants. Monitor the program's planning and budget processes by providing historical and comparative data and by keeping management informed of upcoming deadlines. Provide direction to employees and clients regarding administrative procedures and policies. Act as a resource person by providing advice and policy interpretation to managers, employees and external candidates.

Education

- Undergraduate degree and one (1) year of experience.
- College diploma and two (2) years of experience.
- High school diploma and seven (7) years of experience.

The educational program must be from an accredited learning institution recognized in Canada. Note: Any higher level of education could be recognized as experience.

Experience

- Experience in the provision of clerical support services, including: data entry, preparing correspondence, reception and filing.
- Experience using spreadsheet, word processing and email software.
- Experience providing service to internal or external clients / general public.

Competencies

- Adaptability/Flexibility
- Client Service
- Organizational skills / multitasking

Conditions of Employment

Upon appointment, an employee shall remain in their new position for one (1) year.

Notes

Please clearly demonstrate in your resume and cover letter how you meet each Education and Experience criteria by providing concrete examples including where, when and how these qualifications were acquired. Failure to do so will result in the screening out of your application. A written test will be administered for the screening of candidates. While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home

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 Administrative Assistant