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: 2024/03/28

Reports Clerk

Job ID	**21-970-04-143-3428**	
Web Address	https://careers.indigenous.link/viewjob?jobname=21-970-04-143-3428	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2021-09-09	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2021-12-08
Reference Number 21-970-04-143
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Ottawa, Ontario
Salary Range $49,130 to $59,750 per year (under revision)
Status Term - 6 months
Language Requirement Bilingual Non-Imperative (BBB/BBB)

Job Summary

The incumbent of this position will be responsible for the following functions:
- Plan and organize the clerical work by monitoring and prioritizing incoming messages and reports, maintaining a log of incoming/outgoing electronic files, and correcting and updating existing entries as directed;
- Review, examine and analyse incoming reports/messages by conducting research in databases;
- Collect, compile and categorize statistical data to generate reports tracking progress and status;
- Ensure accuracy and completeness of messages/reports by consulting with their authors for required clarification;

Education

- Undergraduate degree with one (1) year of experience or
- College diploma with two (2) years of experience.

Any higher level of education could be recognized as experience. 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.

Experience

The candidate must have experience in a combination of one or more of the following: research and analysis, computer software, data entry, proofreading and/or editing.

Competencies

- Analytical skills
- Communication
- Organizational skills/Multitasking
- Rigour

A written exam will be administered.

Conditions of Employment

Not applicable.

Notes

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 Reports Clerk