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

External Communication Centre Operator

Job ID	**22-968-05-108-4989**
Web Address	https://careers.indigenous.link/viewjob?jobname=22-968-05-108-4989
Company	CSIS
Location	Ottawa, Ontario
Date Posted	From: 2022-06-08 To: 2050-01-01
Job	Type: Full-time Category: Public Administration

Description

 Closing Date 2022-07-06
Reference Number 22-968-05-108
Job Category Entry Level
Who Can Apply Canadian Citizens

 Location Ottawa, Ontario
Salary Range $57,960 - $70,500
Status Term - 24 months
Language Requirement Bilingual Imperative (BBB/BBB)

 CSIS is committed to building a workforce that is truly representative of the Canadians it serves by cultivating a diverse and inclusive workplace environment. This will be achieved by increasing employment equity group representation (including persons with disabilities, visible minorities, Indigenous peoples and women) at all levels within the organization through hiring and talent management practices. We will also ensure that appropriate accommodations are made (e.g., specialized equipment, changes to the physical workspace) to provide employment opportunities for all qualified candidates. In support of achieving a greater, diverse and skilled workforce, we strongly encourage those individuals who belong to one or more of the employment equity groups to self-identify when applying.

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 through a recognized credential assessment service. 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

- 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
 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 External Communication Centre Operator