



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.

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2022/10/01

Administrative Officer

Job ID	22-968-05-124-8018	
Web Address	https://careers.indigenous.link/viewjob?jobname=22-968-05-124-8018	
Company	CSIS	
Location	Ottawa, Ontario	
Date Posted	From: 2022-07-13	To: 2050-01-01
Job	Type: Full-time	Category: Public Administration

Description

Closing Date 2022-08-15
Reference Number 22-968-05-124
Job Category Entry Level
Who Can Apply Canadian Citizens

Location Toronto, Ontario
Ottawa, Ontario
Salary Range \$57,960 - \$70,500
Status Indeterminate (permanent)
Language Requirement English Essential - Toronto
Bilingual Imperative (BBB/BBB) - Ottawa

Job Summary

The Administrative Officer is accountable for the provision of support services to the Director General (DG) & Deputy Director General (DDG) for the coordination of administrative programs for the Region.

- Examine, analyse, coordinate and organize the administrative support work for the offices of the DG & DDG.
- Provide the DG with relevant and useful data by developing and maintaining various systems.
- Establish work methods and administrative procedures for the Region.
- Control/ organize the DG's appointments by scheduling/ rescheduling meetings according to priorities, and compiling any background information required or that would be beneficial.
- Compose and draft written replies on behalf of the DG and review for quality and accuracy any correspondence prepared by others for the DG.
- Serve as a resource person and intermediary for senior managers, other managers and employees of the Region.

Education

- Undergraduate degree
- College diploma (2 year program) and two (2) years of experience*
- High school diploma and three (3) years of 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 through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

Experience

- Experience in providing administrative support, including:
 - Planning and coordinating multiple interrelated administrative activities
 - Scheduling meetings and appointments according to priorities
 - Dealing with managers and employees at all levels
 - Providing client services

Competencies

- Adaptability/ Flexibility
- Client Service
- Communication Skills
- Organizational Skills/ Multi-tasking
- Professionalism
- Rigour

Conditions of Employment

Flexibility is required in relation to the work schedule that may extend beyond core hours of work based on operational requirements. Upon appointment, an employee shall remain in their Branch or Region for a period of 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.

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 Officer](#)