



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.Link's 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:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Administrative Assistant (Position Can Be Located Anywhere In Canada)

Job ID	28-6B-70-B6-21-D9	
Web Address	https://careers.indigenous.link/viewjob?jobname=28-6B-70-B6-21-D9	
Company	CMHC	
Location	Various Locations, Across Canada	
Date Posted	From: 2020-12-03	To: 2021-01-02
Job	Type: Full-time	Category: Office
Languages	Bilingual (French And English)	

Description

Help make a difference for Canadians. CMHC's aspiration is that by 2030, everyone in Canada has a home that they can afford and that meets their needs. All of our programs and activities support this singular goal.

Be part of an inclusive workplace. Diversity and Inclusion guide everything we do at CMHC. We're taking concrete actions to eliminate racism and embed equity into our culture, processes, programs, and policies so that they reflect the lived experiences of all Canadians.

Join the Client Operations Team where we contribute to make housing affordability solutions easy. Your skills and passion delivering a full range of administrative and client services will help support internal reporting, documentation coordination and the overall team.

This is a temporary position of a duration of 12 months.

Responsibilities:

- Provides a comprehensive first-point-of-contact service to clients

- Provides organizational support such as scheduling conference calls, making travel arrangements and arranging meetings, including managing accommodations, equipment and catering, distribution lists, attendance records, etc.

- Provides support for and overall coordination of an electronic logging or bring forward system, which records incoming deliverables, status of the work and response deadline. Monitors day-to-day activities, identifying and shifting priorities as required for individual or group projects. Anticipates, plans, and provides support services to ensure that ongoing task, project and operational requirements are efficiently and effectively managed.

- Supports new hires by organizing orientation materials, office space, telephone and IT set-up, and building passes.

- Maintains, monitors and reports on the commitment and expenditure records for the group's operating budget. Gathers, organizes and evaluates budget information; follows up with external suppliers on matters related to invoicing and billing.

- Supports computer software and system utilization, providing advice and guidance to the client/team in the application of basic software applications; maintains access and control of databases.

Minimum Qualifications

- High School diploma with experience in an Administrative environment.

- Minimum of two years' experience in an administrative role.

- Proven interpersonal skills (tact, judgment, diplomacy, professionalism, political sensitivity) and effective oral and written communication skills.

- Ability to build relationships internally within the division and externally with other divisions.

- Organizational skills and the ability to juggle multiple priorities concurrently.

- Advanced knowledge of Microsoft Office Word, Excel, and PowerPoint.

- Bilingualism (French and English)

Preferred Qualifications

- College diploma or certificate in office administration or office management (is an asset).

How to Apply

Posting closing date: Note, the competition may remain active until filled

CMHC values diverse backgrounds and experience and welcomes non-Canadians who are eligible to work in Canada to apply!

We sincerely thank all candidates for their interest, however, please note that only applicants selected for further consideration will be contacted. If selected for an interview or testing, please advise us if you require an accommodation.

Job Requisition ID: 5168

Travel Requirement: Travel not required

Office Location: Calgary (AB); Charlottetown (PE); Edmonton (AB); Halifax (NS); Moncton (NB); Montreal (QC); Ottawa (ON); Quebec (QC); Saskatoon (SK); St. John's (NL); Thunder Bay (ON); Toronto (ON); Vancouver (BC); Winnipeg (MB); Yellowknife (NT)