



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

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ADMINISTRATIVE ASSISTANT

Job ID	29994-6526	
Web Address	https://careers.indigenous.link/viewjob?jobname=29994-6526	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-12-11	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

McMaster University Continuing Education is an ancillary focused on the learning needs of adults who are typically working professionals wanting to study part-time. Presently, McMaster Continuing Education offers over 30 programs including certificates and diplomas in different professional areas. It also offers professional development programs and programs targeting the learning and development needs of McMaster employees. McMaster University Continuing Education also organizes diverse community engagement activities; engages in internal and external partnerships; provides corporate learning opportunities for local businesses as well as provincial and national organizations; and maintains professional relationships with accrediting bodies and provincial and national learning associations. McMaster Continuing Education employs a staff of approximately 35 and more than 150 part-time instructors and consultants. This position will be responsible for providing administrative support to the Director of Continuing Education and project management support for special projects with internal and external partners. Maintaining the Director's calendar, scheduling meetings, and resolving scheduling conflicts will be key responsibilities of this role. Many but not all key functions listed in this job description will be performed by this role. Oversee the day-to-day administrative operations of a Director's office. Establishes priorities and schedules of projects. Participates in the development and implementation of projects, work methods and procedures and recommends procedural changes to improve unit efficiency, including recommendations on staffing requirements. Responsible for providing direction to others in how to carry out work tasks. Purpose and Key Functions:

- Participate in the development and implementation of projects, work methods and procedures.
- Recommend procedural changes to improve unit efficiency, including recommendations on staff requirements.
- Follow up on and ensure appropriate implementation of decisions made by supervisor.
- Resolve complex problems within area of responsibility, consult relevant documentation, and liaise with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Develop estimates of time and resources for various activities and events.
- Contribute to the development of budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Write a variety of formal notes and records such as meeting minutes.
- Update and maintain information on websites and social networks.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

Supervision: Ongoing responsibility for supervising up to 4 casual employees at any one time.

Assets: Ability to exercise good judgement and high degree of confidentiality

Excellent verbal and written communication skills

Strong attention to detail

Strong organizational skills

Ability to manage projects with the guidance of the Director

Ability to engage positively with diverse university and community partners

Ability to prioritize tasks effectively and meet competing deadlines

Proficiency in MS Office including Word, Excel, Powerpoint and Outlook

Additional Information: Occasional evening and weekend work may be required.

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT