



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:
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

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ADMINISTRATIVE ASSISTANT (II)

Job ID	30528-7385	
Web Address	https://careers.indigenous.link/viewjob?jobname=30528-7385	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2020-01-27	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD #: JD00091

Pay Grade: 5

Title: Administrative Assistant (II)

Unit/Project Description: For Department use only. An Administrative Assistant is required to provide secretarial and administrative support within the Division of Neonatology, Department of Pediatrics, supporting multiple clinical faculty members. The successful incumbent will coordinate and administer general office, accounting and program procedures within a fast-paced, academic medical setting. The division currently includes up to 15 GFT faculty, 5 support staff, research staff and a large accredited subspecialty fellowship program. A large component of this role will be supporting the Education Resource Person (ERP) for the division, providing assistance in preparing the schedules for the academic requirements for the residents and other learners rotating through the division, responding independently to inquiries, supporting various committees, coordinating educational activities. This position will also have some responsibility for monitoring, reconciling and preparing financial reports; advising residents regarding the University and department policies, and liaising with internal and external bodies. In this role, you will manage the calendars of the multiple faculty members and support the academic activities of the faculty members, which may include supporting research activities such as grant and REB applications and manuscripts. Additional support to the Subspecialty Fellowship program might be required. To be successful in this position, you must have strong organizational skills and the relevant experience supporting academic physicians, having experience with MACFACTS, McMaster portal / and MedSIS, extensive experience managing the calendars for multiple clinical faculty members, and working with learners within the Faculty of Health Sciences.

Job Summary: Organize and perform a full range of administrative duties that require a thorough understanding of established functions, policies, and procedures. Establishes priorities for general office operations and is responsible for providing direction to others in how to carry out work tasks.

Purpose and Key Functions:

- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Monitor budgets and reconcile accounts. 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.

Requirements: 2 year Community College diploma in Office Administration or related field of study. Requires 3 years of relevant experience.

Assets: For Department use only. • Knowledge of Pediatric Neonatology would be an asset. Experience with undergraduate or postgraduate medical education would be an asset.

Additional Information: • software/applications - Knowledge and Experience with Microsoft Office Suite, particularly WORD and Excel, Powerpoint; MOSAIC, Outlook; MACFACTS, Common CV, REDCap; Medportal, MedSIS is expected• supporting multiple clinical faculty members• Knowledge and understanding of the processes of the McMaster Children's Hospital, Hamilton Health Sciences • Experience with HHS hospital systems - Meditech, and Meditech ITS, Sovera, PACS• Experience with the financial processes both with McMaster and with HHS, including MOSAIC and Peoplesoft; opening and closing accounts• Experience and knowledge with the various types of learners (clerks, residents, etc) in a clinical academic setting, including the Electives processes• Coordination of rounds• Minute taking• An understanding of the Royal College, accreditation and PARO guidelines and support to subspecialty clinical fellowship programs• Must have excellent oral and written communication skills. • Problem solving abilities, and the ability to manage competing deadlines effectively and efficiently are required. • Experience with grant application and manuscript processes; management of references• Knowledge of the HIREB process • Familiarity with Call Schedules and HOCC • This is a high volume, fast-paced environment and may require some after hours meetings• Experience working in a child and youth medical environment.

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT (II)