



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

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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATIVE ASSISTANT (II)

Job ID	33127-8133	
Web Address	https://careers.indigenous.link/viewjob?jobname=33127-8133	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2020-07-10	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement. JD/TJD # JD00091

Pay Grade: 5

Title: Administrative Assistant (II)

Unit/Project Description: The Department of Medicine, division of geriatric medicine, is seeking a highly organized, resourceful, motivated and creative individual to provide support to the Geriatric Residency Program Director (17.5 hours), as well as administration and communications for the GERAS Centre for Aging Research (17.5 hours). This position is located at St. Peter's Hospital and will be covering a 12-month leave. Responsibilities as the administrative assistant to the Geriatric Residency Program Director include managing the day-to-day office operating activities, organizing and coordinating administrative duties, scheduling residents to their supervisors and orientating them to the site, entering finances in MOSAIC, and RMA web billing. You will also be responsible for maintaining aspects of the CGS Student website and drafting promotional material on an as needed basis, as well as assisting in the planning and execution of the Annual Geriatric Skills Day event. Additionally, for the GERAS Centre for Aging Research, you will report directly to the senior administrative assistant. You will be responsible for maintaining the communications cascade for the research centre (social media, website, tv monitor, reporting metrics etc.), entering finances in MOSAIC, RMA web billing, and other administrative tasks.

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.

- Working knowledge of, and experience with, McMaster policies and procedures, particularly those related to HR, Finance and Procurement.
- Excellent communication skills with demonstrated customer service focus and proven relationship management experience.
- Experience executing considerable judgement, tact, creativity, and initiative to resolve problems and maintain workflow.
- Experience working in an accredited academic clinical setting with faculty and students.
- Experience with software applications: Advanced skills in MS Word, Power Point, MS Outlook, and Mosaic/PeopleSoft (advanced skills using the finance modules) are essential.
- Experience with updating websites (wordpress) and in preparing and posting material to such sites.
- Experience with social media (Twitter/Facebook/LinkedIn/Instagram).
- Must be able to work in a fast-paced, busy environment.
- Excellent inter-personal skills are of the utmost importance.

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