



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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Secretary, Halifax Regional Office

Job ID	39-D2-76-EC-0B-23	
Web Address	https://careers.indigenous.link/viewjob?jobname=39-D2-76-EC-0B-23	
Company	Public Service Alliance Of Canada	
Location	Halifax, Nova Scotia	
Date Posted	From: 2021-11-25	To: 2021-12-06
Job	Type: Full-time	Category: Office
Job Salary	\$68,125 - \$76,673	
Languages	English	

Description

Deadline to Apply: Mon, 06 Dec 2021 15:30 EST

Purpose of position:

As part of the Regional Office administrative team, this position provides administrative and secretarial support to the Regional Office and participates in the provision of comprehensive administrative services that enables the regional office to fulfill its role in a timely and credible manner. Under the direction of the Regional Coordinator, assists in the maintenance of the administrative aspects of the regional offices while carrying out a wide variety of administrative, secretarial and clerical responsibilities to ensure the efficient operation of the regional office.

Qualifications:

Education and experience:

General administrative and secretarial knowledge and ability associated with successful completion of business and/or secretarial training, or equivalent normally provided through several years of experience in providing secretarial services relevant to the duties of the position.

Knowledge:

• Good knowledge of the organization, functions, and policies of the PSAC; • Basic knowledge of trade union role, objectives and activities; • Proficiency in the use of a personal computer, including ability to use Windows, e-mail, and internet; • Familiarity with spreadsheets (ideally Excel) and database software (ideally Access); • Proficiency in spelling, vocabulary and in the application and usage of English grammar.

Abilities: • Ability to effectively type, transcribe and perform other word processing functions using Microsoft Word; • Written and oral English communication skills are essential; • Ability to work independently and cooperatively with others in a team environment; • Ability to determine priorities with minimum supervision and ability to problem-solve; • Ability to work under strict deadlines.

Personal Suitability: • High degree of initiative, good judgment and tact; • Understanding of and commitment to union principles. A detailed job description is available at: psacunion.ca/jobs-psac.

The PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. We encourage applications from members of equity seeking groups.

How to Apply

Click "Apply Now"