



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:
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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATIVE ASSISTANT (III)

Job ID	41422-3006		
Web Address	https://careers.indigenous.link/viewjob?jobname=41422-3006		
Company	McMaster University		
Location	Hamilton, ON		
Date Posted	From: 2021-10-18	To: 2050-01-01	
Job	Type: Full-time	Category: Education	

Description

A contractually-limited part-time Administrative Assistant is required in the Faculty of Engineering to provide administrative support to two Tier 1 Canada Research Chairs and coordinate a national training program. The successful candidate will coordinate and administer general office procedures including accounting and reporting; planing and implementing training events, industry placements and annual meetings; arranging conference travel; managing data to support the reporting of these key deliverables and providing support for other projects within a fast-paced academic setting.

Job Summary:

Oversee the day-to-day administrative operations of a department. 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.

- Accountabilities:**
- 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.

Qualifications:

Education: 2 year Community College diploma in Office Administration or related field of study.

Experience: Requires 4 years of relevant experience.

Additional Requirements: strong interpersonal skills and excellent oral and written communications skills; computer literate; demonstrated proficiency

with MOSAIC (PeopleSoft) and MS Office products (including MS Teams); strong organizational skills and ability to effectively prioritize activities, articulate requirements and work both individually and as part of a team to complete the work in a fast-paced environmentAssets:Demonstrated ability to collect, analyse and report data; experience with website maintenance and social media; experience with grant application coordination; experience with CV, CCV and funder CV interfaces.Additional InformationFlexible schedule is available upon agreement with supervisor. Potential for additional hours as workload dictates.

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