



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.

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Job Board Posting



Careers.Indigenous.Link

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ADMINISTRATIVE ASSISTANT (II) [CLINICAL EXAMS & SP

Job ID	49101-7211	
Web Address	https://careers.indigenous.link/viewjob?jobname=49101-7211	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-20	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD# 00091 Pay Grade: 5 Administrative Assistant II Unit Description: The Standardized Patient Program (SPP) in the Centre for Simulation-Based Learning (CSBL) of Education Services is seeking an Administrative Assistant. The SPP trains SPs to realistically reproduce the history, physical and emotional findings of a medical case, for use in training of healthcare providers. The CSBL is located on McMaster's main campus, within the Health Sciences Centre.

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/Key Functions:

- 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 judgement to screen visitors and telephone calls, and notify appropriate personnel.
- Provide policy and procedure information to others.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Update and maintain information and content on websites and social networks.
- Coordinate the calendar of supervisor and resolve scheduling conflicts.
- Schedule and coordinate meetings including room bookings, agendas, catering and travel arrangements.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform routine 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.
- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- 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.

Position requirements:

- Advanced skills in the complete Microsoft Office Suite, including OneDrive, SharePoint, and Teams, are essential. Database maintenance: updating, verifying and maintaining is of particular importance.
- Proven experience with Mosaic human resources and financial components. Demonstrated experience with petty cash, monitoring and forecasting budgets, accounts payables, and accounts receivables. Proficiency and experience with processing high-volume payroll and hiring, including requisitions, offer letters, time capture etc. Proficiency with video conferencing platforms, including Zoom and Teams. Understanding of the policies and procedures of the university, medical education, and local community hospitals and their respective relationships. Strong time management and organizational skills to be able to successfully manage tight deadlines and assign priority to competing demands. Proven event planning and coordination skills.
- Exceptional record-keeping skills, with attention to detail and accuracy. Demonstrated experience supporting committees, including minute taking. Working knowledge of Standardized Patients and their function in education; working knowledge of the Standardized Patient Program at McMaster. Working knowledge and experience with Objective Structured Clinical Examinations. Excellent spelling, punctuation, and command of the English language (both written and spoken). Experience liaising with client groups and providing clients with estimates of costs for various services.
- Confidentiality and discretion are of the utmost importance.
- Must be able to work in a fast-paced, busy environment. Excellent inter-personal skills are of the utmost importance.

Additional Information:

- A Medical Terminology certificate is considered an asset.
- On occasion the work requires heavy lifting (up to 50 pounds) and extended periods of standing and walking.

A conflict-of-interest policy should be noted, regarding a close personal or familial relationship with any individual currently in medical school. This position will function in a hybrid working environment, with an expectation of a minimum of two days per week on site. This position may require you to travel and to work outside of your regular work schedule including evenings and weekends to meet operational demands.

We thank you for your application. Please note only those candidates selected for an interview will be contacted.

For more information, visit McMaster University for ADMINISTRATIVE ASSISTANT (II) [CLINICAL EXAMS & SP