



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

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

ADMINISTRATIVE ASSISTANT (II)

Job ID	49223-4672	
Web Address	https://careers.indigenous.link/viewjob?jobname=49223-4672	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-28	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

About the Department of Surgery Over its 50+ year history, the McMaster Department of Surgery has maintained a steadfast commitment towards thinking big, and making it possible. We are a Department with 11 surgical divisions and Royal College residency training programs; together, we are poised to unleash a future fueled by a creative mindset and powered by our people. The Department of Surgery is seeking an experienced Administrative Assistant to provide support to a Pediatric Ophthalmologist located at McMaster Children's Hospital. The successful candidate will be bring a positive, solutions-focused mindset, as we collectively work towards achieving the Department Vision. This Vision is based on 6 core tenets: C.R.E.A.T.E.

Tenet 1: Building A Culture that Inspires

Tenet 2: Conduct Research that Impacts

Tenet 3: Educate, to Honour our Students

Tenet 4: Advance, Personally, Professionally and Globally

Tenet 5: Transform Patient Care

Tenet 6: Unleash surgical Enterprise as a mindset. **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. **Primary Responsibilities:** Liaise with elementary schools and school boards, as well as public health units to coordinate and organize vision screening. Liaise with indigenous health authorities across Canada and various health professionals. Managing diaries, scheduling meetings and booking rooms. Preparing, organizing, and storing information in paper and digital form.

- 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 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.

Skills/Qualifications

- 2 year Community College diploma in Office Administration or related field of study.
- Requires 3 years of relevant experiences
- Word processing and proficient in Microsoft Office
- Good time keeping and punctuality
- Meticulous and strong interpersonal skills

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