



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/06

ADMINISTRATIVE ASSISTANT (III) - REPOST

Job ID	50316-7240	
Web Address	https://careers.indigenous.link/viewjob?jobname=50316-7240	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-09-29	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD #: JD00643

Pay Grade: 6

Title: Administrative Assistant (III)

Unit/Project Description: The Department of Pediatrics at McMaster University and McMaster Children's Hospital is home to over 200 pediatricians, scientists, teachers, and trainees whose collective mission is to improve the wellbeing of children and their families – both locally, and around the world. We are proud to represent faculty who hold Canada Research Chairs, are members of the Order of Canada, and are national award-winning teachers. Our members leverage their voices as child health leaders to support our communities and advocate for change so that all children, regardless of health status, can experience a fulfilling life. Our administrators are valued team members and are critical to the success and impact of our work. Our Vision: A brighter path for every child and their family. Our Mission: Together, we lead to advance child and youth health. We are committed to patient-centred care, research, education, learning, and advocacy. We strive for diverse representation, inclusive participation, equitable opportunities, and we address structural barriers to improve healthcare outcomes. Our innovative work achieves global impact and enhances the well-being of all children and their families. We support the welfare of our team members and engage with respect and accountability. Values: We value compassion, collaboration, excellence, and innovation. We recognize it is our responsibility to create environments where all people feel safe and supported. We invite you to find out more about us by visiting our website: <https://healthsci.mcmaster.ca/pediatrics>

The department is led by the Chair/Chief of Pediatrics with an executive team consisting of Deputy Chief and Associate Chairs, Academic; Education; Equity, Diversity, and Inclusion (EDI),; and Research along with an Administrative Director. The executive is supported by a high functioning administrative team, who play an integral role in the success of the leadership group and help to achieve departmental deliverables.

The primary focus of this administrative role will be to support the Chief and the Deputy Chief of Pediatrics. As a member of the executive administrative team, the assistant will be a collaborative partner, and could be involved in other executive or departmental projects, events, and initiatives. Key functions of this position include credentialing of professional hospital staff, facilitation of onboarding clinical faculty within the relevant hospital IT systems, coordinating meetings, supporting relevant committees, and enabling portfolio projects led by the Chief/Deputy Chief.

To be successful in this position, the assistant must have initiative, strong organizational and time management skills, work well independently, and within a team. In the department's commitment to diversity, equity and inclusion we welcome applicants who identify as a member of an equity-seeking group including Indigenous Peoples (First Nations, Metis and Inuit peoples), women, persons with disabilities, racialized persons and LGBTQ+ identified individuals.

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.

Purpose and Key Functions:

- 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.

Requirements: 2 year Community College diploma in Office Administration or related field of study. Requires 4 years of relevant experience.

Assets:

- Knowledge of HHS/McMaster Children's Hospital clinical systems would be an asset.

Additional Information:

- Experience with leadership administrative support
- Experience with meeting or event coordination (including virtual)
- Experience with digital platforms and databases
- Diplomacy, tact, and the ability to maintain strict confidentiality are essential, as is the ability to effectively liaise with the University, Hospital, and department members, healthcare professionals, staff, and external organizations
- Must have excellent oral and written communication skills.
- The need to prioritize competing demands and establish workflow priorities, take initiative, and problem-solving skills essential.
- Attendance at the occasional before and after-hours meetings may be required Flexibility for ongoing HYBRID onsite/partial remote work

For more information, visit [McMaster University](#) for ADMINISTRATIVE ASSISTANT (III) - REPOST