



# 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 (III)

<b>Job ID</b>	<b>55046-7153</b>		
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=55046-7153">https://careers.indigenous.link/viewjob?jobname=55046-7153</a>		
<b>Company</b>	McMaster University		
<b>Location</b>	Hamilton, ON		
<b>Date Posted</b>	From: 2023-05-15	To: 2050-01-01	
<b>Job</b>	Type: Full-time	Category: Education	

### Description

For 75 years, McMaster University's School of Nursing (SoN) has delivered nursing education programs that have produced generations of professional nurses who contribute to nursing practice, research, education, policy, and administration. Within a culture of optimism and respect, we continue to transform the future of nursing practice and lead with local and global communities through visionary inclusive education and high-impact research. The School of Nursing is committed to and is a leading partner in McMaster University's Indigenous Health Initiative. The School of Nursing is currently seeking a passionate and motivated Administrative Assistant to support day-to-day operations and human resources functions. Reporting to the Operations Manager, the Administrative Assistant will support and interface with a variety of administrative and research roles as well as faculty members within the SoN. Responsibilities include facilitation of recruitment and onboarding activities, contract extensions, processing weekly time entries, supporting stipend administration and records management. This role will work collaboratively with University leaders to drive advocacy for Equity Diversity and Inclusion priorities and promote inclusive excellence in both human resources and operational activities. The Administrative Assistant is responsible for organizing and performing a range of administrative duties that require a thorough understanding of established HR functions, policies, and procedures. 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:**

- Certified Human Resources Professional (CHRP) designation.
- Experience working in an academic administrative setting.
- Knowledge of University policies and procedures.
- Experience working with Peoplesoft (Mosaic). Experience working within a unionized environment.

**Additional Information:** The successful candidate must possess the following:

- Training, functional knowledge and experience in Human Resources, with an emphasis on recruitment/onboarding, payroll administration, and adherence to HR legislation, policies, and practices.
- Superior attention to detail, organizational and planning skills.
- Experience exercising sound judgment in analyzing and resolving a variety of complex administrative issues.
- A high degree of professionalism, integrity, and ability to appropriately handle confidential information.
- Exceptional interpersonal skills, able to build trust and demonstrate dependability while interacting with personnel at all levels.
- Demonstrated commitment to the principles of equity, diversity and inclusion, anti-racism, and Indigenous reconciliation.
- Ability to take initiative and follow through, balanced by an ability to identify when to seek assistance.
- High level of competence in Microsoft Office applications.

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