



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 / Adjoint Administratif Ou Adjointe Administrative

Job ID	65-0A-E7-46-4F-4D	
Web Address	https://careers.indigenous.link/viewjob?jobname=65-0A-E7-46-4F-4D	
Company	National Research Council Canada	
Location	Penticton, British Columbia	
Date Posted	From: 2022-06-30	To: 2022-07-12
Job	Type: Full-time	Category: Office
Job Salary	From \$43,897 To \$58,205 Per Annum	
Languages	English	

Description

Help bring research to life and drive your career forward with the National Research Council of Canada (NRC), Canada's largest research and technology organization.

We are looking for an Administrative Assistant to support our Herzberg Astronomy and Astrophysics Research Centre. The Administrative Assistant would be someone who shares our core values of Integrity, Excellence, Respect and Creativity.

The selected candidate provides general administrative support. Some of the duties of the position may include: coordinating meetings (including events and seminars); making and revising travel arrangements; preparing correspondence, reports and presentations; establishing and maintaining filing and signing systems and responding to general enquiries. Other duties associated with this research environment may include procurement, visitor and non-salaried worker coordination and timesheet coordination.

The Administrative Assistant is an integral part of the machinery that enables the NRC to do what we do!

Contribuez à la réalisation de travaux de recherche stratégiques et poursuivez une carrière prometteuse au Conseil national de recherches du Canada (CNRC), la plus grande organisation de recherche et de technologie au Canada.

Nous souhaitons embaucher un adjoint administratif ou une adjointe administrative en vue de soutenir le centre de recherche Herzberg en astronomie et en astrophysique (HAA). La personne choisie doit partager nos valeurs fondamentales relatives à l'intégrité, à l'excellence, au respect et à la créativité.

La personne sélectionnée fournit du soutien administratif général. Les tâches du poste peuvent comprendre : coordonner des réunions (incluant des événements et des ateliers); organiser et réviser des voyages; préparer la correspondance, des rapports et des documents de présentation; établir et entretenir un système de classement et système de signatures et répondre à des demandes de renseignements générales. Autres tâches liées au centre de recherche peuvent inclure faire des achats, coordonner les feuilles de temps et coordonner les visiteurs et les employés non-salariés.

L'adjoint administratif ou l'adjointe administrative est une partie intégrante de la machinerie qui permet au CNRC de faire ce que nous faisons!

Experience

Experience providing administrative support services such as arranging meetings, making travel arrangements, processing travel claims, creating and maintaining files, or data entry.

Experience with MS Office suite products such as Word, Excel, PowerPoint and Outlook.

Experience in purchasing and/or procurement considered an asset.

Experience using the SAP system, or a similar ERP system, considered an asset.

Expérience dans la prestation de services administratifs, comme l'organisation de réunions et de voyages, le remboursement de frais de déplacement, la création et la mise à jour de dossiers, et l'entrée de données.

Expérience dans l'utilisation des produits de la suite Microsoft (Word, Excel, PowerPoint et Outlook).

Expérience avec les procédures d'achats considérée un atout.

Expérience avec le système SAP, ou un système ERP similaire, considérée un atout.

Education Requirements

Successful completion of secondary school according to provincial standards.

Post-secondary education in administration may be considered an asset.

Diplôme d'études secondaires conforme aux normes provinciales.

Des études postsecondaires en administration pourraient être considérées comme un atout.

Essential Skills

Knowledge of office administration procedures and practices such as arranging meetings; making travel arrangements; processing travel claims and preparing correspondence considered a strong asset.

Ability to be flexible with changing priorities and manage multiple competing priorities.

Ability to provide information, explain processes and respond to queries.

Ability to demonstrate accuracy and attention to detail.

Ability to use Microsoft Office Suite (Outlook, Word, Excel and PowerPoint).

Ability to draft memos and correspondence considered an asset.

Connaissance des procedures et des pratiques administratives relatives a l'organisation de reunions; a la coordination de dispositions de déplacements; au remboursement des frais de déplacements et a la preparation de la correspondance considerée un atout appreciable.

Capacite a gerer quotidiennement de multiples priorites concurrentes.

Capacite de fournir des renseignements, d'expliquer des processus et de repondre aux demandes.

Capacite de faire preuve de precision et de souci du detail.

Capacite d'utiliser la suite Microsoft Office (Outlook, Word, Excel et PowerPoint).

Capacite de rediger des memos et de la correspondance considerée un atout.

How to Apply

Click "Apply Now"