



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: 2024/04/28

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	Pencticton, 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 a la realisation de travaux de recherche strategiques et poursuivez une carriere 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 a l'integrite, a l'excellence, au respect et a la creativite.

La personne selectionnee fournit du soutien administratif general. Les taches du poste peuvent comprendre : coordonner des reunions (incluant des evenements et des ateliers); organiser et reviser des voyages; preparer la correspondance, des rapports et des documents de presentation; etablir et entretenir un systeme de classement et systeme de signatures et repondre a des demandes de renseignements generales. Autres taches relies au centre de recherche peuvent inclure faire des achats, coordonner les feuilles de temps et coordonner les visiteurs et les employes

non-salaries.

L'adjoint administratif ou l'adjointe administrative est une partie integrante 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.

Experience dans la prestation de services administratifs, comme l'organisation de reunions et de voyages, le remboursement de frais de deplacement, la creation et la mise a jour de dossiers, et l'entree de donnees.

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

Experience avec les procedures d'achats consideree un atout.

Experience avec le systeme SAP, ou une systeme ERP similaire, consideree un atout.

Education Requirements

Successful completion of secondary school according to provincial standards.

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

Diplome d'etudes secondaire conforme aux normes provinciales.

Des etudes postsecondaires en administration pourraient etre considerees 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 deplacements; au remboursement des frais de deplacements et a la preparation de la correspondance consideree 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 consideree un atout.

How to Apply

Click "Apply Now"