



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

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Administrative Assistant

Job ID	6C-A5-0E-34-2F-8A	
Web Address	https://careers.indigenous.link/viewjob?jobname=6C-A5-0E-34-2F-8A	
Company	Red River College	
Location	Winnipeg , Manitoba	
Date Posted	From: 2019-09-11	To: 2019-09-26
Job	Type: Full-time	Category: Education
Languages	English	

Description

Administrative Assistant

Applied Computer Education

Position Location: Exchange District Campus (Winnipeg, MB)

Full-Time Position Available

An eligibility list may be created for similar casual, part-time, full-time, and term positions

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties: Reporting to the Chair, the Administrative Assistant will provide high-level administrative support to ensure the efficient and effective operations of the department. The incumbent will manage the day-to-day operations of the department's office, assist the department Chair and Coordinators and be able to handle sensitive and confidential information. Duties include greeting and advising students and visitors; coordinating, arranging, and supporting appointments, meetings and events. Establishing and maintaining files and responding to inquiries; prioritizing hard copy and electronic mail; ordering supplies; preparing routine and draft correspondence; distributing materials and assisting with various events conducted by the department and/or the College.

REQUIRED QUALIFICATIONS

- Diploma in office administration, or equivalent experience providing support and performing office administrative responsibilities
- Several years experience providing general administrative support.
- Experience in event coordination, planning, scheduling, and handling confidential information
- Experience in preparing meeting agendas and taking minutes
- Effective organizational and time management skills
- Effective problem solving and decision making skills
- Excellent verbal and written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Ability to work independently with minimal supervision and collaboratively within a team environment

- Proficient with MS Office Suite including Outlook, Word, Excel, and PowerPoint applications
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

How to Apply

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

Apply to Red River College by email: humanresources@rrc.ca

An eligibility list may be created for similar casual, part-time, full-time, and term positions

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition #: 2019-213

Closing Date: September 24, 2019

Salary: \$39,056 - 53,467 per annum

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit www.rrc.ca/hr

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