



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.

Corporate Headquarters:
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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/25

Administrative Assistant, National Conferences And Convention

Job ID	7D-1D-E5-F3-C3-11		
Web Address	https://careers.indigenous.link/viewjob?jobname=7D-1D-E5-F3-C3-11		
Company	Public Service Alliance Of Canada		
Location	Ottawa, Ontario		
Date Posted	From: 2021-11-17	To: 2021-11-30	
Job	Type: Full-time	Category: Office	
Job Salary	\$61,642 - \$ 69,375 Plus \$1,585.14, Bilingual Bonus		
Languages	English And French Comprehension Spoken And Written		

Description

Closing Date: Mon, 29 Nov 2021 15:30 EST

Competition Number: 3000-0003B-021

Purpose of position:

Provides assistance to the logistical administration of the six (6) PSAC National Conferences (Access, Aboriginal Peoples, Health & Safety, Pride, Racially Visible and Women). Provides administrative support to the Convention, Conferences and Project Officer in the logistical coordination of the PSAC triennial Convention, Pre-Convention Committee meetings and events such as National Staff Conferences, bargaining conferences, regional conventions and other projects as required.

Qualifications:

Education/Experience: • Demonstrated experience organizing large meetings and conferences, and knowledge of travel, logistics and accommodation procedures.

Knowledge: • The position requires general administrative knowledge and the ability to organize, plan and determine work priorities to meet strict deadlines, in an environment with multiple, competing and changing priorities; • Good knowledge of filing systems, both manual and computerized, and the ability to process draft versions, edits final versions; • Basic knowledge of trade union role, objectives and activities as well as a commitment to union and equity principles and some familiarity with government organizations, practices and procedures.

Abilities: • Proficiency in the use of a personal computer in a Windows environment, and advanced level; • Ability to work with Word, Excel, Access, Internet, email and other databases and software; • Ability to work independently and cooperatively with others in a team environment. • Second language skills as per the Common European Framework of Reference for Languages (CEFR) level indicated above.

Personal suitability: • High degree of initiative, good judgment, tact and problem-solving skills including the ability to recommend solutions to resolve logistic or travel issues. A detailed job description is available at: psacunion.ca/jobs-psac.

Other

The PSAC is committed to employment equity and is actively seeking to ensure a representative workforce. We encourage applications from members of equity seeking groups.

How to Apply

Click "Apply Now"