



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:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Job Board Posting



Careers.Indigenous.Link

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Administrative Officer

Job ID	97-D8-FE-E3-BA-29	
Web Address	https://careers.indigenous.link/viewjob?jobname=97-D8-FE-E3-BA-29	
Company	Western University	
Location	London, Ontario	
Date Posted	From: 2019-10-31	To: 2019-11-14
Job	Type: Full-time	Category: Human Resources
Job Start Date	As soon as possible	
Job Salary	\$55,890 To \$65,710 Annually	
Languages	English	

Description

Western ranks as one of Canada's top research-intensive universities. From fundamental to applied discovery, its researchers advance knowledge that provides tangible benefits for the economic, social, health and cultural development of citizens in London, in Canada and around the world. While the University has achieved acclaim for research in a full complement of disciplines, it has identified signature areas in which global-scale clusters of research excellence have been established, including Neuroscience/Brain & Mind.

Western University's BrainsCAN initiative received a substantial \$66 million investment from the Canada First Research Excellence Fund (CFREF) – the largest research grant in the university's history – providing a significant boost to ongoing research in cognitive neuroscience and imaging at Western.

Already ranked amongst the best in the world in cognitive neuroscience and neuroimaging, Western excels in the breadth of cognitive, computational, clinical, technological, and translational approaches required for understanding and intervening in brain function.

Western will partner with researchers at McGill University, who also received CFREF funding, to leverage complementary expertise to better understand disorders such as Parkinson's, Alzheimer's, traumatic brain injury, and schizophrenia.

The goal of BrainsCAN is to significantly reduce the impact of cognitive disorders across the lifespan. To do this, our scientific approach will identify how cognitive markers map onto specific brain networks using our state of the art behavioral and imaging platforms.

The Administrative Officer will ensure the efficient coordination of administrative operations for BrainsCAN. The incumbent will provide guidance and support for a wide range of administrative, human resources, and financial functions and processes, and ensure they are carried out in compliance with all of Western's relevant administrative policies and procedures. The Administrative Officer will advise the Executive Director in the resolution of administrative issues, and monitor and manage physical and financial resources and supplies. The incumbent will also provide project support, participate in relevant committees, and ensure the availability of necessary documentation, resources and information.

Experience

- 3 years' administrative experience supporting human resources and financial management in a complex research or academic office environment
- Experience managing and overseeing staff and projects is preferred
- Experience working with PeopleSoft Financials would be an asset

Education Requirements

- University degree, in Business Management/Administration
- Completion of or working towards Canadian Institute of Management Designation is preferred

Essential Skills

- Knowledge of general office procedures, financial budgeting and principles and Human Resources principles and practices
- Ability to ensure expenditures and resources are within allotments, and to make appropriate modifications when required
- Verbal communication skills to translate information into easily understood terms, summarize information, and provide a rationale for action
- Communication skills with an ability to complete detailed analytics and reports
- Ability to work in a manner that models best practices in confidentiality standards
- Ability and willingness to employ a consultative and collaborative approach to addressing issues and making decisions
- Customer service skills to understand customer needs and expectations, with a desire to deliver helpful and reliable service to the University community
- Detail-oriented with an ability to function and process information with high levels of accuracy
- Commitment to ongoing professional development with a desire to take on new challenges
- A well-defined sense of diplomacy, including solid negotiation and conflict resolution skills
- Ability to work in a fast-paced environment, meet tight deadlines and adapt to changing priorities
- Possess a reputation for resourcefulness with a strong sense of accountability and initiative
- Influential interpersonal skills that build positive and strong relationships at all levels of the organization
- Ability to delegate work and provide team members with clear direction and support in meeting their objectives
- Organizational skills to manage multiple assignments that are accurate and thorough, sometimes of a complex nature or involving competing priorities
- Problem solving skills with a sense of urgency in resolving issues and getting tasks completed
- Ability to work independently and effectively as a member of the team to achieve department goals

Additional Skills

- Computer skills with the ability to train others in system usage
- Intermediate computer skills in Microsoft Office Suite (Word, Excel, PowerPoint) and PeopleSoft systems (HR, Financials, query)

How to Apply

Interested applicants are asked to visit: <https://recruit.uwo.ca> to apply online to job reference #17301, by midnight on November 13th, 2019.

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.