



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

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Administrative Assistant To Associate Deans - School Of Nursing And Health Sciences

Job ID	99-55-3A-90-E4-96	
Web Address	https://careers.indigenous.link/viewjob?jobname=99-55-3A-90-E4-96	
Company	Saskatchewan Polytechnic	
Location	Saskatoon, Saskatchewan	
Date Posted	From: 2022-08-05	To: 2022-08-19
Job	Type: Full-time	Category: Education
Languages	English	

Description

This position is accountable to the Associate Dean of the Saskatchewan Polytechnic School of Nursing and School of Health Sciences and provides senior level administrative support. More specifically:

1. Act as a first-line response, troubleshoot/respond to urgent matters and requests, and provide information to management, faculty, staff, students and external agencies.
2. Anticipate administrative requirements and handle routine matters, ensure efficient and effective flow of work through the office and ensure quality output.
3. Independently organize and prioritize multiple tasks in a demanding work environment.
4. Maintain a high level of confidentiality for items of a sensitive nature
5. Prepare and calculate expense claim forms.
6. Reconcile procurement card expenditures.
7. In the absence of the Associate Dean, monitor emails for high priority items and follow through as appropriate.
8. Develop and maintain a bring-forward system (both electronic and manual).
9. Prioritize incoming mail by identifying signature required, action, and reading items. Track items that require dated response.
10. Arrange and attend meetings. Record and transcribe minutes and ensure distribution of the same. Provide a list of action items and assist in maintaining bring-forward system.
11. Initiate, adjust and maintain daily schedule for the Associate Dean.
12. In collaboration with the Associate Dean /Dean's Office/Operations Analyst review and interpret monthly budget reports and seek and/or provide clarification for existing discrepancies.
13. Provide necessary support for preparation of presentations and workshops.
14. Organize and maintain filing systems.
15. Provide administrative assistance and support to the Dean's Office as necessary.

Experience

Three (3) years recent/relevant experience in office administration. (i.e. working with multi-programs, departments and outside agencies).

Effective interpersonal and communication (written and oral) skills

Credentials

Training or experience at the advanced level in the use of word processing and spreadsheet/database packages (i.e. MS Word, Outlook, Excel, PowerPoint and Access).

Training and/or experience in minute taking and transcribing minutes.

Education Requirements

Certificate in Business/Office Administration, and/or an equivalent combination of education, training and experience

How to Apply

Click "Apply Now"