



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

Agent Administratif / Administrative Officer

Job ID E7-AE-B5-C8-CE-33

Web Address

<https://careers.indigenous.link/viewjob?jobname=E7-AE-B5-C8-CE-33>

Company Universit  D'Ottawa / University Of Ottawa

Location Ottawa , Ontario

Date Posted From: 2019-11-14 To: 2019-11-28

Job Type: Part-time Category: Finance

Job Start Date December 2019

Job Salary \$55,955-\$71,240/annum

Languages Bilingualism “ French And English (spoken and written)

Description

ENGLISH FOLLOWS

Titre du poste : Agent administratif

No de l'â€™TMaffichage : J1119-0355

Date de clôture: 24 novembre 2019

Type de poste : Régulier, (17.5 heures / semaine)

Raison d'être du poste

Planifier et coordonner les activités liées à l'administration des ressources financières, humaines, physiques et matérielles du secteur pour appuyer et conseiller les gestionnaires et pour s'assurer que les politiques et les procédures sont bien comprises et bien mises en place.

Qualitäts essentials

• Connaissance approfondie des principes d'administration, de comptabilité et des ressources financières et

humaines, normalement acquise au moyen d’une formation postsecondaire dans une discipline connexe ou

combinaison équivalente d'activités et d'expérience de travail.

• Au moins trois années d'expérience manifeste dans un rôle semblable.

â€ Connaissance des systÃ¨mes informatiques et des logiciels, y compris les systÃ¨mes financiers, les tableurs, les

bases de données, Internet et le courriel.

• Expérience de l'interprétation, de l'explication et de l'application des politiques et règlements.

• Expérience de travail dans un milieu syndical et de l'interprétation des conventions collectives.

• ExpÃ©rience de la prÃ©paration de rapports.

â€¢ Capacit  de produire du travail de qualit  sup rieure sous pression, tout en respectant des d lais serr s.

â€¢ Excellentes aptitudes en relations interpersonnelles et en communication.

â€¢ Bon sens de l'organisation.

â€¢ Sens  lev  de la discr tion.

â€¢ Bilinguisme   fran ais et anglais (expression orale et  crite).

Poste relevant du : Direction, Institut de recherche et d' tudes autochtones

Pour poser votre candidature, veuillez nous consulter notre site Web :

<http://www.uOttawa.ca/ressources-humaines/emplois>

Position Title: Administrative Officer

Competition Number: J1119-0355

Closing Date: November 24, 2019

Job Type: Regular (17.5 hours/week)

Position Purpose

Plan and coordinate activities related to the administration of financial, human, physical and material resources of the sector in order to provide support and advice to managers and to ensure that the policies and procedures are well understood and properly implemented.

Essential Qualifications

â€¢ Advanced knowledge of administration, accounting, financial and human resources principles normally acquired

through postsecondary studies in a related discipline or an equivalent combination of education and work

experience

â€¢ Minimum 3 years of demonstrated experience in a similar role

â€¢ Knowledge of computer systems and software including financial systems, spreadsheets, databases, Internet

and e-mail

â€¢ Experience in interpreting, explaining and applying policies and regulations

â€¢ Experience working in a unionized environment and in interpreting collective agreements

â€¢ Experience in preparing reports

â€¢ Ability to produce high quality work under pressure while meeting strict deadlines

â€¢ Strong interpersonal and communication skills

â€¢ Strong organizational skills

â€¢ High level of discretion

â€¢ Bilingualism   French and English (spoken and written)

Position Reports to: Senior Director, Asset Management and Real Property

Please apply on our website: <http://www.uOttawa.ca/human-resources/jobs>

How to Apply

Please apply on our website:

<https://uottawa.njoyn.com/CL2/xweb/XWeb.aspNTKN=c&clid=27081&Page=JobDetails&Jobid=J1119-0355&BRID=248454&lang=1>