<table>
<thead>
<tr>
<th>Job Description Posting</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For Positions in CAW Local 555, Unit 1)</td>
</tr>
</tbody>
</table>

**JD/TJD #**

| JD00091 |

**Pay Grade:**

| 5 |

**Title:**

| Administrative Assistant (II) |

**Unit/Project Description:**

For Department use only.

This position will provide administrative support to the Indigenous Health Initiative. This position will report to the Indigenous Health Initiative Lead in the Faculty of Health Sciences. The Indigenous Health Initiative is a Faculty-wide activity with the participation of multiple programs within health sciences.

Responsibilities will include the following:

- Administrative support to the Indigenous Health Lead (i.e. calendar coordination, liaising and managing communication with both internal and external Indigenous stakeholders, providing liaison support to community Elders and/or IHI Knowledge Helpers, etc.)
- General Office Operations (i.e. establishing priorities, monitoring budgets & reconciling accounts, gathering & compiling paperwork required to facilitate hiring & payment processes, applying standard mathematical skills, monitoring & ordering supplies, etc.)
- Communications (greeting visitors & answering or redirecting general inquiries, writing a variety of documents, conducting database, literature, and web searches, providing policy and procedure information to others, writing a variety of formal notes/records/meeting minutes, updating & maintaining information on websites & social networks, formatting/word processing/editing/proofreading a variety of documents & materials, etc.)
- Event planning (i.e. planning and coordinating a variety of events and activities such as conferences, seminars, and workshops, etc.)

Preference will be given to Indigenous applicants (Inuit/Métis/First Nations).

**Job Summary:**

Organize and perform a full range of administrative duties that require a thorough understanding of established functions, policies, and procedures. Establishes priorities for general office operations and is responsible for providing direction to others in how to carry out work tasks.

**Purpose and Key Functions:**

- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Monitor budgets and reconcile accounts. Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals,
### Job Description Posting

*(For Positions in CAW Local 555, Unit 1)*

- Conduct database, literature, and web searches to find references and articles used for a variety of documents, reports, and publications.
- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Write a variety of formal notes and records such as meeting minutes.
- Update and maintain information on websites and social networks.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

### Requirements:

- 2 year Community College diploma in Office Administration or related field of study.
- Requires 3 years of relevant experience.

### Assets:

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- He/she operates within the principles of cultural safety; and is knowledgeable of Indigenous Peoples cultures
- Experience establishing priorities for general office operations
- Experience writing a variety of documents (i.e. correspondence, procedure manuals, reports, etc.) and formal notes and records (i.e. meeting minutes)
- Experience coordinating the calendar of supervisor and resolving scheduling conflicts
- Experience planning and coordinating a variety of events and activities such as conferences, seminars, and workshops
- Experience responding independently to inquiries and providing policy and procedure information to others
- Experience monitoring budgets and reconciling accounts and completing financial forms, which includes applying standard mathematical skills such as calculations, formulas, and equations to perform calculations
- Experience collecting, verifying and inputting data into a variety of spreadsheets and databases (i.e. Mosaic)
- Experience gathering the paperwork required to facilitate hiring and payment processes
Job Description Posting
(For Positions in CAW Local 555, Unit 1)

- Experience updating and maintaining information on websites and social networks
- Proficiency with the following computer and database applications: Word, Excel, PowerPoint, Access, Mosaic, and Adobe
- Preference will be given to Indigenous applicants (Inuit/Métis/First Nations).

Additional Information:
- This position may require you to work outside of your regular work schedule including evenings and weekends to meet operational demands. On occasion, the position may require travel.
- We thank you for your application. Please note that only those candidates selected for an interview will be contacted.

Please click on the link below to access the postings for external applicants, select Staff postings, and then select ADMINISTRATIVE ASSISTANT (II) - 30243 to review the details and to apply: https://hr.mcmaster.ca/careers/current-opportunities/