

Administrative Assistant (Term)

School of Skilled Trades and Technologies

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the Department Chair, this position performs a wide-range of responsibilities ensuring effective and efficient management support and assistance. The incumbent provides administrative support to Academic Coordinators, Instructors, and students. The incumbent is the liaison with Apprenticeship Manitoba and is responsible for the quality assurance of all student and apprenticeship files. Acting as the Chair's initial contact for issues related to students, staff and industry, the incumbent interacts on a daily basis with a variety of internal and external stakeholders and responds to issues of varying complexity.

REQUIRED QUALIFICATIONS

- Certificate in office or business administration; an equivalent combination of education and experience may be considered
- Recent and progressive experience providing office administrative support
- Experience with preparing and process a variety of financial documents including expense reports, bank deposits, point of sale systems, etc.
- Ability to develop and maintain relationships with internal and external stakeholders
- Strong organizational and time management skills including calendar management and the ability to manage multiple tasks and projects effectively
- Excellent verbal and written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Experience with event planning and coordination
- Advanced knowledge of Microsoft Word, Excel and Outlook and proficiency in other MS Office applications
- Several years of customer service experience
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Diploma in Business Administration
- Experience working with technical records including quality assurance
- Experience working in a post-secondary or Apprenticeship environment

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-105

CLOSING DATE

July 5, 2022

SALARY

\$39,453 - \$53,997 per annum

POSITION LOCATION

Stevenson Campus/Southport, MB
(90km outside of Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated Start August 15, 2022 –
December 23rd 2022
Possibility of an Extension

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits and the opportunity for personal and professional growth in a rewarding career.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr