

Administrative Assistant (Term)

Language Training Centre- Immigration Refugee Citizenship Canada

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number when submitting their application.

This competition may be used to establish a 3 month eligibility list of qualified candidates for future vacancies.

DUTIES

"Reporting to the Manager, Language Training Centre (LTC), Admissions and Operations, the Administrative Assistant will provide an administrative support function for the Language Training Centre in Winnipeg. Administrative support for faculty and staff is required for the federally funded program. The individual will provide prompt, friendly, professional and efficient customer service, to a diverse group of students and staff, both in-person, over the phone, and via email. This position requires the individual to create student ID's, facilitate the daily administrative routines and maintain confidentiality. In addition, the individual will be the first point of contact with the public and include receptionist duties and answering the LTC general information line.

This position is required to work evenings, Monday through Thursday from 11:00 am to 7:00 pm."

REQUIRED QUALIFICATIONS

- Post-secondary certificate in office administration or related discipline; an equivalent combinations of education and experience may be considered
- Recent and relevant experience providing administrative support and performing office administrative responsibilities
- Several years of customer service experience
- Experience communicating with individuals from diverse language backgrounds and language levels both on the phone and in person
- Demonstrated ability to prioritize work and handle a high volume workload with a diversity of tasks, showing a high degree of professionalism, accuracy and attention to detail
- Ability to work independently and show initiative with minimal supervision
- Effective problem solving skills
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Experience maintaining confidential information
- Proficient with MS Office Suite including Outlook, Word, Excel, Visio and PowerPoint applications as well as Teams and WebX
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Experience working with iStedy database
- Experience working in a post-secondary environment
- Experience working in an organization that supports international students and newcomers
- Ability to speak other languages (Proficient in other languages)

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- Incumbent must provide a current and satisfactory Criminal Records Check

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis.

We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.

COMPETITION NUMBER

2023-084

CLOSING DATE

June 9, 2023

SALARY

\$43,424 - \$59,387 per annum

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available
Anticipated June 22, 2023 up to March 31, 2024
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 Peoples, persons with disabilities, racialized persons, persons of the 2SLGBTQIA+ community 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