Administrative Assistant

Applied Computer Education

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.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Reporting to the Chair, the Administrative Assistant will provide high-level administrative support to ensure the efficient and effective operations of the department. The incumbent will manage the day-to-day operations of the department's office, assist the department Chair and Coordinators and be able to handle sensitive and confidential information. Duties include greeting and advising students and visitors; coordinating, arranging, and supporting appointments, meetings and events. Establishing and maintaining files and responding to inquiries; prioritizing hard copy and electronic mail; ordering supplies; preparing routine and draft correspondence; distributing materials and assisting with various events conducted by the department and/or the College.

REQUIRED QUALIFICATIONS

- Diploma in office administration, or equivalent experience providing support and performing office administrative responsibilities
- Several years experience providing general administrative support
- Experience in event coordination, planning, scheduling, and handling confidential information
- Experience in preparing meeting agendas and taking minutes
- Effective organizational and time management skills
- Effective problem solving and decision making skills
- Excellent verbal and written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Proficient with MS Office Suite including Outlook, Word, Excel, and PowerPoint applications
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

CONDITIONS OF EMPLOYMENT

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

COMPETITION NUMBER

2019-213

CLOSING DATE

September 24, 2019

SALARY

$39,056 - 53,467 per annum

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time Position Available

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College 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.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit **rrc.ca/hr**

2055 Notre Dame Ave., Winnipeg, Manitoba R3H0J9