

Administrative Assistant

Ancillary Services and Procurement & Logistics

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

The Administrative Assistant provides administrative support to the Procurement, Logistics and Ancillary Services team members including Managers, Operational Specialists, Purchasing Agents and the Directors of both areas ensuring support is delivered in a proactive, professional and timely manner. Administrative responsibilities include preparing reports, maintaining digital filing systems, organizing meetings, drafting/editing documents, responding to departmental inquiries, and collaborates with team members to prioritize departmental tasks. The incumbent interacts on a daily basis with a variety of internal and external stakeholders and responds to issues of varying complexity.

REQUIRED QUALIFICATIONS

- Formal education in office or business administration. An equivalent combination of training and experience in administration or business may be considered.
- Significant experience providing support and performing office administrative responsibilities
- Ability to prioritize work, multi-task, manage time effectively, and meet deadlines
- Experience in preparing meeting agendas, taking minutes and archiving information
- Experience in event coordination, planning, and scheduling
- Excellent written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Demonstrated professionalism, high degree of integrity and ethical conduct
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Proficient with MS Office Suite, and software for electronic presentations
- Experience with financial management responsibilities including budget monitoring, reconciliation of monthly invoices, Visa, and financial statements.
- Ability to build relationships with stakeholders at all levels
- Experience collecting and analyzing data to track and monitor project performance
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience working across multiple departments simultaneously
- Experience using Operational Management technology applications

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

2021-062

CLOSING DATE

May 18, 2021

SALARY

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

POSITION LOCATION

Notre Dame 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.

At Red River College we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. The College seeks to increase diversity among its community members and welcomes 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.



Red River College 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