



COMPETITION

CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

ADMINISTRATIVE ASSISTANT, Canada Science and Technology Museum (CSTM)

Reference Number: 2018/2019-CSTMC-102

Salary Range: \$54,177.42 - \$65,894.45 **Level:** 5

Employment Status: Indeterminate / Full-time

Language Requirements: Bilingual (CBC/CBC)

Security Requirement: Enhanced reliability

Position Number: 8634

Branch: Canada Science and Technology Museum

Who can apply? Ingenium - Canada's Museums of Science and Innovation employees and external candidates

Summary of Duties:

Reporting to the Director General, Canada Science and Technology Museum (CSTM), the incumbent provides a full range of bilingual administrative assistance in planning, coordination and management of the Museum and participates in the preparation of Museum and Corporate documents. The incumbent administers and oversees the financial budgets and systems of the DG 's office. The incumbent is responsible for and directs the effective and efficient administration of the day -to-day operations of the DG's office and deals with high level inside and outside contacts; may supervise contract staff, summer students and coop students, and performs other duties relating to the management of the administration office as required. The incumbent also provides administrative support to the employees throughout the museum as it relates to corporate reporting, hospitality, travel, etc.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

Education and Experience:

As an ideal candidate, you hold a post-secondary school diploma, or an acceptable combination of education, training and/or experience.

You also have experience in the following areas:

- Experience in developing and implementing office procedures to ensure the provision of secretariat services;
- Experience in the use of Windows;
- Experience in the use of MS Office (Word, Excel and Power point);
- Experience in the use of Lotus Notes;
- Experience in the preparation of work plans and various reports; i.e. variance reports, budget reconciliation, etc;
- Experience in composing, editing and drafting routine correspondence;
- Experience with collecting, summarizing, researching and tracking files.

Achievements, Skills and Aptitudes:

- Proficiency in the use of grammar, spelling and punctuation in both the English and French languages;
- Proficiency in the use of a personal computer with keyboarding skill in both English and French;
- Proficiency in the use of filing systems and accounting.

RATED REQUIREMENTS

Knowledge:

- Knowledge of the mandate and organization of the Museum's Corporation;
- Knowledge of administrative policies and procedures;
- Knowledge of financial/personnel administration.

Abilities:

- Ability to organise;
- Ability to coordinate the preparation of Work plans;
- Ability to follow- up on initiatives and projects;
- Ability to communicate effectively, orally and in writing, in both official languages;
- Ability to work in a computerised environment and learn the use of new software;
- Ability to take minutes of various meetings, and to draft decision records;
- Ability to work independently with a minimum of supervision;
- Ability to work effectively under pressure and meet tight deadlines;
- Ability to represent the Museum to outside individuals and groups;
- Ability to work at and to summarise considerable levels of details;
- Ability to perform complex/sensitive and often multiple tasks with minimum supervision and under tight schedules;
- Ability to prioritise conflicting demands for time and action;
- Ability to interact well with colleagues at all levels of the Museum and of the Corporation to elicit their collaboration.

Personal Suitability:

Effective interpersonal relationships
 High level of motivation and commitment
 High degree of initiative, proactivity, and judgement
 High level of discernment, thoroughness and attention to details
 Tact, discretion, diplomacy, integrity, reliability

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the reference number **2018/2019-CSTMC-102** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

Posting Date: October 11, 2018

Closing Date: October 31, 2018

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8634 - Administrative Assistant, CSTM / Adjointe administrative, MSTC