



Commercial Assistant (Ontario)

This is an exciting opportunity to work with the dynamic results-oriented Ontario Trade and Investment Office (TIO) Team at the Canadian Consulate General in New York to foster more cross border trade, innovation and investment in various sectors. We are seeking a Commercial Assistant to provide program and administrative support to the Ontario Trade and Investment Office in New York. The successful candidate will need to be a bright, articulate, hard-working individual with good interpersonal skills.

Our employees benefit from working in a leading-edge foreign, trade and development ministry that is both innovative and accountable.

Position Title: Commercial Assistant (Ontario)

Section: Ontario Trade and Investment Office (TIO)

Location: Canadian Consulate General in New York

Position no: 423241

Level: LE-05

Starting salary: \$56,738 USD (plus benefits)

Competition no: 2019-26

Date posted: November 6, 2019

Closing date: November 23, 2019 (5PM EST)

Employment Tenure: There is one (1) term position available, having a specified period of employment of one (1) year, with the possibility of a term extension or a change in status to indeterminate based on operational needs. This competitive staffing process may be used to create an eligibility list of qualified candidates for this position, with various tenures, including indeterminate, term, assignment/transfer, and/or acting opportunities at the Consulate General of Canada in New York. When you submit your application, you must specify all types of employment tenures for which you wish to be considered, e.g., indeterminate, term, assignment/transfer, and/or acting.

Open to:

1. Persons who currently reside in the Tri-State area of New York, NJ and CT.
2. Employees of the Embassy of Canada in Washington D.C. and of any Canadian Mission in the United States.
3. Spouses and dependents of Canada-based staff at the Consulate of Canada in New York.

Relocation will not be paid in any circumstances.

All applicants must:

- Meet all of the essential qualifications stated below.
- Have independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions.
- Reside in the United States.
- Submit your resume and a one-page cover letter by the closing date. The cover letter must:

- ✓ Specify, using concrete examples, how you meet the essential requirements for this position.
- ✓ Confirm residency in the United States;
- ✓ Confirm independent work authorization in the United States.

Note: Failure to provide any of the information required above will result in your application being rejected. All communication relating to this process, including email correspondence, may be used in the assessment of qualifications.

Summary of Duties:

Under the supervision of the Head of Program at the Ontario Trade and Investment Office (TIO) in New York, the Commercial Assistant:

- Provides administrative services to support investment attraction activities, trade opportunities, and research and innovation partnerships within the TIO area of operation and the sector responsibility;
- Provides information and coordination to the TIO and its headquarters, senior management team, members of the mission Trade Team, and other partners as required to ensure that commercial opportunities are fully explored and referred to partners in Ontario for further action;
- Serves as a point of contact to provide Ontario Based clients with information on opportunities and reputable local networks;
- Provides administrative support and logistics coordination in collaboration with TIO colleagues for business events or high-level visits of the Ontario Premier/ministers, provincial/municipal government Officials, and senior executives as required, as well as Officials and senior executives' visits to Ontario as required.
- Provides financial support services in collaboration with TIO colleagues related to expense claim documents, financial reporting, budget monitoring, and record keeping as required.

Condition of employment (must be met):

- The successful candidate will be required to obtain Government of Canada Reliability Status (RS) security verification.

Essential qualifications:

Candidates must demonstrate clearly in their letter how they meet the Language, Education, Experience and Computer Skills qualifications listed below: Please be specific and provide examples for each of the qualifications:

Language Requirement:

- Fluency in English (oral and written).

Education:

- An Associates or Bachelor's degree from an accredited college or university in a field related to the duties and specific areas of competence required by the position.

Experience:

- Minimum two (2) years recent experience in office environment including providing administrative support to a high performing team;

- Recent experience tracking budget resources, and processing claims/invoices/payments
- Experience preparing well written and accurate reports; experience responding to public inquiries verbally or in writing, as well as conducting research;
- Recent experience in the professional use of social media, including LinkedIn and Twitter.
- Experience in conducting a variety forms research and advanced use of Word, Excel, and Outlook, research databases and contacts/client management systems (e.g eCRM, sharepoint etc.)

Rated requirements:

Candidates who meet the Education and Experience requirements will be assessed on the following qualifications. The assessment may be a written test, an interview, a skills test, or any combination of these methods.

Knowledge:

- Knowledge of general administrative and financial processes and procedures;
- Knowledge and proficiency in Microsoft Office Suite; and
- Knowledge of information management, both electronically and in hard copy

Abilities:

- Draft business correspondence;
- Manage multiple competing demands, organize time, and work effectively to meet deadlines;
- To identify and solve problems;
- Provide excellent client service;
- Research, analyse, and evaluate information effectively; and
- Organisational skills.

Personal Suitability:

- Adaptability and flexibility;
- Detail Orientated;
- Effective interpersonal skills
- Integrity; and
- Team-oriented.

Asset Qualifications:

- Knowledge of French.
- Knowledge of and interest in Canada and/or Ontario's economic and trade interests.

Selection procedure:

All applications will be carefully reviewed against the essential qualifications. **Please note that failure to meet any of the essential qualifications eliminates candidates from further consideration in the competition.** Only those applicants who fully meet all the essential qualifications will be contacted for further assessment, including: a personal interview with a series of questions designed to evaluate each applicant's knowledge, abilities, competencies and personal suitability for the position. In addition, tests may be conducted to assist the selection board in

assessing the applicant's knowledge, abilities, personal suitability and language ability. Reference verifications may also be carried out.

The Consulate General is committed to conducting inclusive, barrier-free selection processes. The Canadian Government is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor. The Consulate General offers a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a retirement savings plan to name a few.

Method of application:

- Apply via <http://www.wfca-tpce.com/vacancyView.php?requirementId=3698&source=PO> by November 23, 2019 (5PM EST).
- Your application must include a detailed cover letter (as outlined above) and resume.
- In completing their applications, candidates will confirm in their cover letter how they meet all the essential requirements and relate their work experience to the position description.
- Reference checks will be sought for candidates that are successful at the interview stage and will be used to validate information provided by candidates.

Operational Requirements:

- Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week. Preparedness to work extra hours on occasion including evenings and weekends
- Occasional travels within the U.S. and to Canada as required.
- Additionally, he/she must be admissible for travel to Canada.