



Administrative Assistant

The Permanent Mission of Canada to the United Nations (PRMNY) in New York is seeking to hire an Administrative Assistant who is innovative, skilled and ready to work with employees in the Permanent Mission and the United States to implement an innovative new approach to service delivery.

Sections: Development Section

Location: The Permanent Mission of Canada to the United Nations in New York.

Level: LE-05, Step 1

Competition no: 2019-04

Position title: Administrative Assistant

Position number: 311660

Date posted: January 30, 2019

Closing date: February 13, 2019

Starting salary: US\$ 55,462 USD per annum (plus benefits)

Employment tenure: Indeterminate. This competitive staffing process will be used to create an eligibility list of qualified candidates for this position and similar positions with various tenures, including indeterminate, term and/or assignment/transfer at The Permanent Mission of Canada to the United Nations in New York, which might arise in the 12 months following the completion of this competition.

Summary of Duties:

The Administrative Assistant provides operational and logistical support services to a diverse team. Duties include, but are not limited to, drafting communications and other correspondence; assisting with the preparation of reports; acting as a financial agent to administer travel/hospitality claims, track budgets, prepare orders for purchasing, and assist with contracts; oversee the record keeping function; coordinate visits and events; and provide other administrative support as required.

Open to:

- Persons living in the United States;
- Employees of the Consulate General of Canada in New York and the Permanent Mission of Canada to the United Nations;
- Employees of any Canadian Mission in the United States ;
- Spouses and dependents of Canada-based staff at the Consulate General of Canada in New York and Permanent Mission of Canada to the United Nations.

Note: Relocation expenses will not be paid in any circumstance.

All applicants must:

- Submit a resume and a one-page cover letter by the closing date. The one-page cover letter must:
 - **Demonstrate how you meet the essential requirements, including language, education and experience;**
 - **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.

Condition of employment (must be met):

- The successful candidate will be required to obtain Government of Canada Reliability Status (RS) which includes a criminal and credit background check.
- Have independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions.

Essential Requirements:

Candidates must demonstrate clearly how they meet the Education and Experience requirements listed below:

Language requirement:

Ability to communicate effectively and accurately in English (oral and written).

Education:

Associates degree (i.e. completion of 2 yrs. of College).

Experience:

- A minimum of two (2) years of recent experience providing administrative support services to a diverse team in a government or corporate office environment;
- Recent experience in financial processes, including such tasks as processing travel claims and monitoring budgets;
- Recent experience in records management;
- Recent experience with Microsoft Office Suite, e.g., Word, Excel, and Outlook;
- Recent experience in setting up visits and organizing events; and
- Recent experience in providing front-line client service in a multi-branch work environment.

*Recent defined in the last 5 years.

Rated Requirements:

Candidates who meet the Language, Education and Experience requirements will be assessed on the following qualifications:

Knowledge:

- Knowledge of general administrative and financial processes and procedures;
- Knowledge and proficiency in computer software, including Microsoft Office Suite, e.g., Word, Excel and Outlook; and
- Knowledge of the management of information and records, both electronically and in hard copy.

Abilities:

- Provide excellent client service in person, by telephone, and electronically;
- Research, analyse, and evaluate information effectively;
- Manage multiple competing demands, organize time, and work effectively to meet deadlines;
- Assist with the organization and implementation of multiple events, while meeting tight timelines; and
- Ability to maintain spreadsheets and to work with financial payments and contracting processes.

Personal Suitability:

- Proven team player;
- Adaptability and flexibility;
- Client focused;
- Effective interactive communication;
- Initiative;
- Sound judgement; and
- Ability to organize/ prioritize own work.

Asset qualifications:

- Fluency in French (both oral and written).
- Currently possess or eligible to obtain Government of Canada security clearance of SECRET (Canadian citizens).

Selection procedure:

The staffing process will consist of a review of all applications to ensure that applicants meet 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 meet these will be contacted by the Human Resources Section for an interview or other form(s) of assessment (a written test, an in-basket exercise, and /or a skills test) of the Rated Requirements for the position.

The Permanent Mission of Canada to the United Nations is committed to conducting inclusive, barrier-free selection processes.

The Permanent Mission of Canada to the United Nations offers a competitive salary, generous leave and a strong benefits package to include medical, dental, long term disability, and a pension plan to name a few.

Hours of work:

Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week. The successful candidate must be willing to work overtime, in particular during the busy fall session in support of program needs.

Method of application:

All applicants should apply via: <http://www.wfca-tpce.com/vacancyView.php?requirementId=2938&source=PO> by the closing date.