



**Job Title: Administrative Assistant (III)**  
**Job ID: 35957**  
**Regular/Temporary: Regular**  
**Location: David Braley Health Sci Centre**  
**Job Type: Limited Term (= 12months)**  
**Open Date:**  
**Close Date:**  
**Employee Group: Unifor Unit 1, Staff**  
**Department: Family Med**  
**Salary Grade/Band: Grade 6**  
**Salary Range: \$22.66 - \$31.93 (hourly)**  
**Contract Duration: 12.1 months**  
**Hours per Week: 35**

See website: [Careers \(mcmaster.ca\)](https://careers.mcmaster.ca)

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### Posting Details

<b>Schedule</b>	Monday to Friday 8:30 am to 4:30 pm
<b>Education Level</b>	Two year community college diploma in Office Administration or related field of study.
<b>Career Level</b>	4 years of relevant experience

### Job Description

Administrative Assistant (III)

(JD00643)

The Canadian Task Force on Preventative Health Care is currently looking for an Administrative Assistant to join its dynamic team. The incumbent is proficient in synthesizing large amounts of information with expertise in tracking and maintaining records that summarize discussions, decisions and action items. The



successful candidate should have excellent writing, organizational and computer skills. They will be required to manage competing priorities and complex scheduling requests. The candidate will be the key point of contact for the Task Force, and will work closely with the Task Force Vice-Chair Dr. Ainsley Moore, and the Chair and Project Manager. The Administrative Assistant will work with virtual teams, virtual team members, and a large number of external stakeholder groups. This position will offer the successful applicant a challenging and rewarding work environment. For more information about the Task Force, go to [www.canadiantaskforce.ca](http://www.canadiantaskforce.ca).

**Job Summary:** Oversee the day-to-day administrative operations of a department. Establishes priorities and schedules of projects. Participates in the development and implementation of projects, work methods and procedures and recommends procedural changes to improve unit efficiency, including recommendations on staffing requirements. Responsible for providing direction to others in how to carry out work tasks.

**Purpose and Key Functions:**

- Participate in the development and implementation of projects, work methods and procedures. Recommend procedural changes to improve unit efficiency, including recommendations on staff requirements.
- Follow up on and ensure appropriate implementation of decisions made by supervisor.
- Resolve complex problems within area of responsibility, consult relevant documentation, and liaise with appropriate resource persons to obtain and provide information on a variety of diverse and complex administrative issues.
- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Develop estimates of time and resources for various activities and events.
- Contribute to the development of budgets for review and approval.
- Implement and maintain budgets. Create financial projections and make adjustments to budgets throughout the fiscal year.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Establish priorities for general office operations.
- Plan and coordinate a variety of events and activities such as conferences, seminars, and workshops.
- Answer complex inquiries via telephone, email, and in person that are specific in nature and require a specialized knowledge of policies and procedures.
- Utilize discretion and judgment to screen visitors and telephone calls, and notify appropriate personnel.
- Complete financial forms such as travel expense reports, electronic cheque requisitions, purchase orders and journal entries.
- Write a variety of documents such as correspondence, procedure manuals, reports, and minutes.
- Conduct database, literature, and web searches to find references and articles used for a variety of



documents, reports, and publications.

- Provide policy and procedure information to others.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Collect, verify, and input data into a variety of spreadsheets and databases.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Write a variety of formal notes and records such as meeting minutes.
- Update and maintain information on websites and social networks.
- Format, word process, edit, and proofread a variety of documents and materials.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Monitor and order office supplies.
- Source and obtain pricing information for office supplies and equipment.
- Set up and maintain filing systems, both electronic and hard copy.
- Classify, sort, and file correspondence, records, and other documents.
- Update and maintain confidential files and records.
- Handle sensitive material in accordance with established policies.
- Assemble, copy, collate, and disseminate a variety of documents and materials.
- Open and distribute incoming mail and faxes.
- Prepare outgoing mail, faxes, and courier shipments.

#### **Requirements:**

- 2 year Community College diploma in Office Administration or related field of study.
- Requires 4 years of relevant experience.

#### **Additional Information:**

- Work with the Task Force Project Manager to organize logistics for 3 yearly in-person policy meetings, including flights/hotels/restaurant bookings and arrangements
- Organize video/teleconference meetings, including contacting attendees and preparing meeting materials and minutes
- Work with Task Force Project Manager in developing organization-wide standard operating procedures
- Triage requests from public, media, and external stakeholders
- Assist with annual reporting requirements to funding body
- Excellent computer skills which include Microsoft Office suite/Office 365 (Word, Excel, PowerPoint, SharePoint, Skype for Business and Outlook)
- Ability to communicate effectively and listen attentively
- Excellent organizational and problem-solving skills
- Ability to work independently, take initiative, and manage multiple projects and timelines



- Excellent writing skills, with a proficiency in proofreading and grammar
- Meticulous attention to detail and capable of independent decision-making
- Ability to work collaboratively in a virtual team environment
- Fluency in French is an asset
- Overnight travel may be required for some meetings

The Administrative Assistant III shares responsibility for modelling and supporting policies and practices that are aligned with DFM's commitment to truth and reconciliation with Indigenous Peoples and to creating and sustaining an equitable, diverse and inclusive workplace

Incumbent will work from home until McMaster staff return to the workplace, on site at David Braley Health Sciences Centre in downtown Hamilton

Should the successful applicant be a Unifor Unit 1 bargaining unit member, who meets the eligibility conditions of Article 19.02 of the Unifor Unit 1 Collective Agreement, then the Limited Term Assignment will be defined as a Career Growth Opportunity in accordance with Article 19 of the Unifor Local 5555 Unit 1 Collective Agreement.

## **How To Apply**

To apply for this job, please submit your application online.

## **Employment Equity Statement**

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and within the lands protected by the "Dish With One Spoon" wampum agreement.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

The University seeks qualified candidates who share our commitment to equity and inclusion, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from indigenous (First Nations, Métis or Inuit) peoples, members of racialized communities, persons with



disabilities, women, and persons who identify as 2SLGBTQ+.

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The Survey questionnaire requests voluntary self-identification in relation to equity-seeking groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](#) for additional information.

Job applicants requiring accommodation to participate in the hiring process should contact:

- [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247), or
- [Faculty of Health Sciences HR Office](#) at ext. 22207, or
- [School of Graduate Studies](#) at ext. 23679

to communicate accommodation needs.

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