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File Number: 6004-8 (05)

## **EMPLOYMENT OPPORTUNITY**

**Competition:** PET-17-099

**Open to:**

This Category I unionized position is open to all interested parties. Preference will be granted in accordance with the Collective Agreement for the PSAC bargaining unit for Category I NPF employees at Garrison Petawawa.

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**Mess Administrative Assistant**

Personnel Support Programs

Normandy Officers' Mess

Garrison Petawawa

Temporary Full-Time Position

The anticipated term of this position is 4 months

**Who We Are:**

CFMWS is committed to enhancing the morale and welfare of the military community, ultimately contributing to the operational readiness and effectiveness of the Canadian Armed Forces (CAF). We pride ourselves on being part of the Defence Team. For more information on who we are, please visit us at [www.cfmws.com](http://www.cfmws.com).

**Job Summary:**

Under the supervision of the Mess Manager, the Administrative Assistant assists in planning, organizing, and coordinating administrative procedures for the Mess office. He/she answers and responds to incoming phone calls, or directs inquiries to the appropriate person. He/she balances petty cash and all monies from mess dues & accounts receivable, types and processes all correspondence, performs administrative duties as well as takes reservations and collects payments for all entertainment functions.

**Qualifications:**

College diploma or certificate in Business Administration, Office Administration, Accounting or a related field AND some years experience in administration or in a related field

OR

High School diploma AND several years experience in administration or related field

OR

A demonstrated equivalent combination of education, training and/or experience

**Language Requirement:** English Essential

**Experience Requirements:**

- In office administration
- In basic accounting
- In providing customer service
- In preparing sales reports (asset)
- In drafting and distributing correspondence (asset)
- In bookkeeping (asset)
- In applying policies, procedures and regulations (asset)

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Expires / Date de clôture : 12 December 2017 / 12 décembre 2017



- In reservation systems (asset)
- In using software for publications and promotional correspondence (asset)
- In using software for word processing, spreadsheets, presentations, databases, e-mail and internet browsing

**Salary:** \$12.24/hr - \$17.95/hr

**Security:**

- Reliability

NPF employees must demonstrate the following shared competencies: client service, organizational knowledge, communication, innovation, teamwork and leadership.

**Employment Equity:** NPF is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of a designated group (i.e. a woman, an Aboriginal person, a person with a disability or a visible minority).

**Start Date:** 8 January 2018

**Posting Date:** 29 November 2017

**Application Deadline:** 23:59 hrs Pacific Time on 12 December 2017

**Application Submission:** Submit resume to NPF HR Office quoting competition # PET-17-099. Email: [RecruitingPetawawa@cfmws.com](mailto:RecruitingPetawawa@cfmws.com) or online: [www.cfmws.com](http://www.cfmws.com).

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted.