



File Number: 6004-8 (05)

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EMPLOYMENT OPPORTUNITY

Competition: #PET-18-046

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.

Administrative Assistant - PSP

Personnel Support Programs
Fitness and Sports
Garrison Petawawa
Permanent Full Time Position

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.

Job Summary:

Under the supervision of Manager Fitness and Sports, the Administrative Assistant PSP provides administrative support such as data entry, word processing, faxing, photocopying, correspondence, distribution and follow-up action. She/he ensures the collection of documentation and arrangement of topic briefings as required by the supervisor/manager in preparation for conferences, meetings, and appointments. She/he organizes meetings, advises attendees, drafts and distributes agendas and minutes. She/he schedules and arranges appointments, meetings and travel schedules. She/he organizes event calendar.

Qualifications:

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

OR

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

Language requirement: English Essential

Experience Requirements:

- In office administration and records management
- In making travel arrangements and travel claims
- In invoice and order processing
- In organizing meetings and schedules
- In drafting and distributing correspondence
- In the preparation of reports
- In maintaining web ready graphics and desktop publishing
- In using WCMS software for webpage design and development

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Expires / Date de clôture : 19 July 2018 / 19 juillet 2018



Benefits Available: Dedicated programs including new employee orientation program and on-the-job training.
Competitive Benefits including:

- Defined Benefit Pension Plan & Savings plans (TFSA, RRSPs)
- Educational Assistance
- Facilities on base available to employees (i.e. Fitness facility, Swimming pool, etc)
- Paid vacation
- A comprehensive benefit plan (health, dental, vision, group life insurance, sick leave, long-term disability insurance (LTD), accidental death and dismemberment (AD&D))
- Shop at CANEX – option for “no interest” credit plan

Salary: \$14.58/hr - \$18.59/hr

Security:

- Reliability Status

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: 1 August 2018

Posting Date: 6 July 2018

Application Deadline: 23:59 hrs Pacific Time on 19 July 2018

Application Submission: Submit resume to NPF HR Office quoting competition # PET-18-046

Email: RecruitingPetawawa@cfmws.com or online: 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.

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