Administrative Assistant

Forbes includes U of G Among Canada’s Best Employers

Office, Clerical and Technical
Position covered by the Memorandum of Agreement with the University of Guelph Exempt Group

Administrative Assistant

Environmental Health and Safety (EHS), Human Resources

Temporary full-time from October 15, 2019 to July 3, 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0541

Please read the Application Instructions [1] before applying

Reporting to the Director of Health, Safety & Wellness, the Administrative Assistant provides consistent and high quality administrative, financial and secretarial support to the Director and the Environmental Health and Safety department. Managing his/her time effectively, the incumbent is able to anticipate the administrative support needs of the group while taking the initiative to optimize the effectiveness and efficiency of the group’s administrative tasks. The incumbent will: take the lead on ensuring the EHS website is kept current according to the ongoing activities of the department, including managing enrolment and records for online courses, as well as updates to existing policies, programs and procedures, ensuring AODA compliance; schedule and organize training, including certification training, and prepare and distribute training certificates; ensure various EHS databases are maintained, records are consistent and user inquiries are resolved in a timely manner; advise the Director on department budget, forecasts and expense management; produce reports using various systems for internal use and external agencies; prepare and process purchase orders, including radioactive materials approved by the Radiation Safety Officer; maintain department vacation, sick and absence records; coordinate the radiation dosimetry program; coordinate activities of EHS-related committees such as the Central Joint Health and Safety Committee (CJHSC) the Radiation Safety Committee (RS) and the Biosafety Committee (BSC), including scheduling of meetings and inspections, minute-taking, and distribution of related documents; support the department’s health, safety; injury prevention, regulatory compliance and training initiatives and provide assistant on emerging projects in support of the EHS disciplines. Provides administrative support for audits by outside agencies (e.g. Ministry of Labour, Canadian Nuclear Safety Commission, Ministry of the Environment, Public Health Agency of Canada, Environment Canada, etc.)

Requirements of the position include: Two year Community College plus four years related administrative experience, or equivalent combination of education and experience. Additional requirements include: knowledge of budget monitoring and basic accounting skills; excellent communication, organization and time management skills; the ability to handle multiple tasks and meet deadlines; attention to accuracy and detail; advanced expertise in Microsoft Office Suite; proficient user of databases with solid understanding of database structures; tact, professionalism, diplomacy and able to maintain high levels of confidentiality with regards to sensitive matters. Familiarity with online course registration, and web-based email programs as well as environmental health and safety policies, programs and procedures will be considered an asset.

(Covering) Position Number 851-010
Classification Exempt Group Salary Band 5
Normal Hiring Range $25.23 – $28.18 per hour

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.
Posting Date: 2019 09 30
Closing Date: 2019 10 07

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/administrative-assistant

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply