Office Assistant

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Office, Clerical and Technical

Office Assistant

Animal Health Laboratory, Laboratory Services Division

Temporary part-time from October 2019 to October 30, 2020
(Less than 24 hours a week)

Hiring #: 2019-0594

Please read the Application Instructions [1] before applying

Working in the Director’s office of the Animal Health Laboratory (AHL), the successful applicant will provide general administrative support including: grant/trust fund reconciliations; data entry; filing; copying/scanning documents; website updates and maintenance; AHL Fee Schedule updates; report generation; responding to general enquiries from staff and clients; providing back-up to the AHL Executive Assistant; special projects as assigned.

Requirements of the position include:

- One year community college diploma (Business Administration or Medical Office Administration) plus related experience, or an equivalent combination of education and experience
- Client-service experience and skills
- Demonstrated experience maintaining websites including updating and posting information
- Working knowledge of spreadsheet creation, financial formulas, creating tables/graphs
- Proven ability to develop financial spreadsheets
- Exceptional interpersonal, communication and organizational skills to work effectively within a team environment to client and project driven deadlines
- Ability to communicate effectively with stakeholders to resolve discrepancies
- Strong computer skills and experience working with Microsoft Office (Excel, Word, Office 365, OneDrive and Powerpoint);
- Knowledge of the animal health business and client base is preferred

Hourly rate $21.12 - $23.58 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 11 04
Closing Date: 2019 11 11

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

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