



# Career Opportunity

## Senior Administrative Assistant

Apply before 2023-03-22.

**Reference:** 2223-2023-259

**Rate of pay:** \$55,078 - \$69,692 annually

**Classification:** ADG-G

**Outcome:** Permanent

**Work environment:** Hybrid

**Work location:** Ottawa, Ontario

**Service area / Division:** Office of the Deputy Clerk, Administration / ERP Program

**Area of selection:** Open

**Language requirements:** CCC

### About the role

In this role, you will provide administrative services to the Director of the ERP program in a professional and confidential capacity in order to ensure effective management that enables the optimal control of information required and requested. In addition, you will manage the schedule, set priorities, schedule appointments, plan and coordinate meetings, appointments and presentations preparations. You will also provide administrative tasks to support the Senior Executive and her management team which include creation of requisition, receiving and assigning equipment to the team, maintain administrative documentation up to date and correspondence to ensure that they are accurate and standard.

About the team: The House of Commons Administration's mission is to support parliamentary work of Members by anticipating their needs and delivering streamlined, personalized, and quality services. In support of this mission, the ERP Program is responsible for supporting and managing the HoC ERP Solutions that greatly contribute to the achievement of the HoC business' objectives. Our multi-disciplinary team delivers a mix of projects aligned with HoC strategic direction, and operations including collaboration across HoC corporate service areas.

### Top reasons to join the team

We build partnerships in the organization to achieve the objectives of the House Administration as "one team." In a supportive, collaborative environment, this opportunity allows you to work in a multi-disciplinary team across the House of Commons. The ERP Program launched in January 2020 composed of a multi-disciplinary team with varied experience, qualifications and skills that contribute to the achievement of the program's specific ERP objectives. The team is involved in a mix of medium to large ERP projects & initiatives including participation on projects & initiatives across HoC corporate service areas. There are multiple opportunities in our team that can lead you to other positions in the future.



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## What you need

Education	<ul style="list-style-type: none"><li>▪ Successful completion of a post-secondary degree in Business Administration, or an acceptable combination of education, training and related experience.</li></ul>
Experience	<ul style="list-style-type: none"><li>▪ Significant experience in providing administrative support services to senior management;</li><li>▪ Significant experience in controlling and managing the flow of correspondence, messages, requests and documentation to and from senior management, as well as determining the appropriate action and making recommendations;</li><li>▪ Experience working with the Microsoft Software Suite;</li><li>▪ Experience in drafting and proofreading various documents such as meeting minutes, memoranda, briefing notes and correspondence in both official languages;</li><li>▪ Experience in managing the calendar and time of senior management;</li><li>▪ Experience in dealing with high-profile clients.</li></ul>
Other	<ul style="list-style-type: none"><li>▪ Experience with Sharepoint Online;</li><li>▪ Experience providing administrative, coordination and logistical support services.</li></ul>

## Outcome

Staff the position of Senior Administrative Assistant on an indeterminate basis (permanent).

Create a pool of potential candidates that may be considered to staff future vacancies for this position or for other similar and/or related positions on an indeterminate and/or determinate basis.

Consideration may be given to candidates with other linguistic profiles.

## Competencies

Candidates will be evaluated against the House of Commons Administration Competency Framework – Administrative Support.

## Our commitment to inclusion, diversity, equity, and accessibility

The House of Commons Administration is committed to being a leader in inclusion, diversity, equity and accessibility. We continuously evolve our practices and design them in such a way as to ensure that everyone can equitably participate to the upmost of their abilities. As “One House,” we leverage diversity in all its forms and recognize that everyone has valuable contributions to make and the potential for individual growth.

## Apply and learn more!

If you dream of joining an organization that is small enough for you to be noticed, but big enough to provide you with a meaningful career, then we want to hear from you! We carefully review all applications and contact candidates retained for further consideration in a timely manner. Click on “Essential information” below to learn more about our selection process.

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