

Temporary Assignment AMUSE	
Position Title :	Administrative Coordinator
Hiring Unit :	Epidemiology,Biostatistics and Occupational Health
Hours :	33.75 hrs/wk
Hourly Wage :	\$17.04
Duration :	3 months
Date of Posting :	March 25, 2015
Deadline to Apply :	March 28, 2015
Job Summary	
Under the direction of the immediate supervisor, provides administrative and secretarial support. Participates in ensuring the smooth functioning of the unit's operations. Acts as resource person for policies and procedures. Administers unit accounts. Assists in the organization of unit activities. Responsible for documents and files of the unit. Maintains computerized information systems.	
Education/Experience	
DEP (Secretarial/Office Systems) Three (3) years related experience	
Primary Responsibilities	
<ol style="list-style-type: none"> 1. Participates in ensuring the smooth functioning of the unit. Recommends procedural changes to enable unit to function more effectively. Collaborates with supervisor and others in establishing work priorities. Follows up on and ensures appropriate implementation of decisions made by supervisor. 2. Updates, prepares and coordinates publication of documents such as publicity brochures, departmental handbooks, and annual reports. Drafts correspondence and other short documents of a complex nature. Formats documents and edits for grammar, spelling and accuracy. Takes notes and types various documents such as correspondence, reports, memos. Signs certain documents. 3. Administers accounts for unit. Prepares budgets or budget proposals. Monitors and reconciles various accounts, statements, and reports. Identifies and analyses discrepancies and errors. Corrects errors and follows up on problems. Records expenses and provides account statements on request. 4. Compiles information in order to prepare grant applications, liaises with other institutions in this compilation, and coordinates their submission. Acts as a resource person concerning internal policies and procedures and those of granting agencies. Ensures information is complete and that the guidelines are followed. 5. Uses a variety of software. Maintains computerized information systems and participates in their development to improve efficiency within the unit. Acts as a resource person concerning the use of software. Explains and demonstrates the use of software, resolves problems within area of expertise, and liaises with computer resource persons as required. Maintains and updates administrative files. Maintains filing systems and arranges for archiving. 6. Provides information to callers and visitors. Determines reason for call or visit and prepares necessary documents. Directs callers and visitors to appropriate resource persons. Assesses need for intervention of other resource persons and arranges 	

7. Screens and sorts mail. Prepares files attaching appropriate supporting documentation and researching information as required. Responds to requests within area of responsibility. Notes required actions and ensures follow-up.

Other Qualifying Skills & Abilities

Must be client-focused and service-oriented with excellent communication skills. Ability to interact with students and staff. Demonstrated organizational skills and ability to multi-task. Proven flexibility in order to adapt to frequent changes and demands. Demonstrated ability to prioritize and meet weekly and monthly deadlines. Excellent attention to detail. Demonstrated ability to clearly transmit and receive information both verbally and in writing. Proven ability to proofread and edit documents accurately and efficiently. Demonstrated ability to work in a PC environment using word-processing, spreadsheets, databases, presentation software and web maintenance. English, spoken and written and French, spoken.

HOW TO APPLY

Please submit your application online at <http://www.mcgill.ca/medhr/positions-available/apply-now> Click on 'APPLY NOW', create your profile and apply to reference number **15-0325/AMUSE**

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.