

## Administrative Assistant Safety and Health Services Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.*

### Duties:

Reporting to the Director of Safety and Health Services, this position performs a wide-range of responsibilities ensuring effective and efficient management support and assistance. The incumbent provides administrative support to the Director, Health and Safety Officers and Emergency Preparedness Coordinator and develops collaborative relationships ensuring support is delivered in a proactive and timely manner. Acting as the Director's initial contact for issues related to students, staff and industry, the incumbent interacts on a daily basis with a variety of internal and external stakeholders and responds to issues of varying complexity. Confidentiality and decorum are required in all aspects of this role.

### Required Qualifications:

- Formal education in office administration or business administration; other combinations of training and experience in administration or business may be considered
- Significant experience providing support and performing office administrative responsibilities
- Experience managing multiple tasks and projects effectively
- Experience in event coordination, planning and scheduling
- Experience with financial management responsibilities including complex budget monitoring, project logistics and report writing
- Experience in preparing meeting agendas, taking minutes and archiving information
- Effective organizational and time management skills
- Effective problem solving and decision making skills
- Effective analytical skills and attention to detail
- Excellent written communication skills with the ability to draft, proof read and edit communications of varying complexity
- Excellent verbal communication skills
- Excellent interpersonal skills
- Ability to build relationships with stakeholders at all levels
- Ability to work independently with minimal supervision and collaboratively within a team environment
- Proficient with MS Office Suite, and software for electronic presentations
- Demonstrated ability to maintain confidentiality and perform duties with tact and diplomacy
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Knowledge of the Manitoba Workplace Safety and Health Regulation
- Experience in creating and maintaining databases
- Formal project management training

### Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

**Competition Number:** 2018-016  
**Closing Date:** February 21, 2018  
**Salary Range:** \$38,772 - \$53,070 per annum

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)

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