

# COMMON SERVICES ASSISTANT

**AMRIS Reference No:** 4676

**Contract Term:** Indeterminate

**Term Details:** This position is an LES (Locally Engaged Staff) position, subject to the Terms and Conditions of Employment for LES in **United States**

**Mission:** Consulate General of Canada in Chicago, USA

**Number of Vacancies:** 1

**Schedule:** Full Time

**Job Category:** Administration

**Level:** Administrative

**Classification:** LE-A2

**Salary:** \$55,118.00 USD plus benefits

**Location:** Chicago, United States

**Close date:** November 10, 2021 11:59PM UTC / GMT

**Language(s) of the interview:** English

## SUMMARY OF DUTIES

The Consulate General of Canada in Chicago is hiring a Common Services Assistant (CSA) to work with the Common Services team to provide administrative support services in the following areas: finance, human resources, material management, procurement, contracting, property, and information management. Duties include, but are not limited to: researching, compiling, inputting and maintaining data in the departmental records (such as Excel worksheets); reviewing, analyzing, and preparing requests for payment into the financial system; auditing and submitting claims received from internal clients; reviewing department budgets and accounts; providing a variety of administrative services in support of other teams; communicating with external clients; preparing written correspondence to clients; and Information Management.

## Area of Selection

Open to internal and external applicants who are legal residents or citizens of the United States and who reside in the greater Chicagoland area or who are employees of any Canadian Mission in the United States, who meet all of the essential requirements stated below, and whose applications are received by the closing date. Please note that the Consulate General of Canada in Chicago does not sponsor work authorizations directly or indirectly. The Government of Canada is an equal opportunities employer and welcomes applications from diverse sections of the community. Candidates will be considered on merit regardless of ethnic origin, religious belief, gender, age, sexual orientation, disability or any other irrelevant factor.

## Essential Qualifications

Candidates will initially be screened against the Essential Qualifications relating to education, experience and language. Candidates must clearly demonstrate in their cover letter and CV how they meet each of these essential qualifications.

### Education

- Associate's degree from an accredited college;
- OR completion of a certificate program for administrative assistants;
- OR an acceptable combination of relevant experience, education, and training related to the duties and specific areas of competence required by the position.

### Language

- Fluency in English (oral and written).
- Fluency in French (oral)

### Experience

- At least three (3) years of experience providing administrative support services to a diverse team in a professional environment.
- Experience preparing financial documents for payment, tracking budgets, and financial management systems including accounts receivable, accounts payable and general accounting.
- Experience in material and property management
- Experience with Microsoft Office Suite, including Word, Excel and Outlook.
- Experience at reception, managing incoming calls, switchboard, and visitors.

## Rated Requirements

The Rated Requirements relating to knowledge, abilities and competencies will also be assessed. Methods of assessment may include, but are not limited to, a written examination, an oral in-person, remote or recorded interview, a role-play, practical tests, a presentation and/or psychometric assessment.

### Knowledge

- Knowledge of general administrative principles, including but not limited to, information management principles, office organizational procedures, generally accepted meeting, email & phone etiquette.
- Knowledge of and proficiency in computer software and systems, including Microsoft Office Suite.
- Knowledge of budget management procedures.
- Knowledge of property and material management procedures.

### Abilities

- Sound judgement
- Effective time and priority management while maintaining attention to detail and quality of work
- Ability to function independently and as part of a team
- Strong orientation to detail
- Demonstrated competency in computer software (MS Word, Excel, Outlook)

### Competencies

- Communicate effectively in English and in French.
- Provide excellent client service.
- Establish and maintain effective relationships with both internal and external clients at all levels in an organization.
- Manage multiple competing demands, organize time, and work effectively to meet deadlines.

## Asset Qualifications

- Experience implementing diversity programs in a work setting
- Experience using SAP, IMS and ABRA

## **Operational Requirements**

Normal hours of work for this position are in accordance with the Locally Engaged Staff (LES) regulations of 37.5 hours per week. Current operational hours are 8:30-4:30 with an unpaid 30-minute lunch breaks from 12:00 to 12:30. Other operational requirements:

- Work involves periodic overtime – individual must be available to work paid overtime, sometimes on short notice.

## **Conditions of Employment**

Ability to obtain/maintain the required security clearance for a Government of Canada Reliability Status; which is obtained through a credit and criminal background check; and

Independent work authorization in the U.S. and status in accordance with U.S. protocol directives for foreign missions (i.e. you must be a US Citizen, Legal Permanent Resident or A-1/A-2 visa-holder as required by the US Department of State for employment in a foreign mission).

Reside in the Chicagoland area.

## **Special Request from Mission/Additional Comments:**

All new hires on or after the effective date of October 6, 2021 are required to be fully vaccinated against COVID-19 as a condition of employment and to attest that they are fully vaccinated against COVID-19 prior to their starting date unless accommodation measures are granted.

Candidates will receive a competitive salary, generous leave, 12 weeks of paid parental leave and a strong benefits package that includes medical, dental, long term disability and a retirement savings plan. Please find a summary of our benefits package and information on employment eligibility at:

- [Jobs at our offices in the United States \(international.gc.ca\)](https://international.gc.ca)

# IMPORTANT NOTES

## How to apply:

- Applications will only be considered when received through our Job Opportunities Portal (<http://www.wfca-tpce.com/vacancyView.php?requirementId=4676>)
- Candidates are required to upload a CV and cover letter in English or French.
- Applications which do not include the requested documents or information will be rejected.
- Any additional information must be included as part of these two attachments.
- Candidates who are unable to submit their application due to technical difficulties must report these to [LES-E-Recruitment-WSHDC@international.gc.ca](mailto:LES-E-Recruitment-WSHDC@international.gc.ca) prior to the closing date. Failure to do so will result in the application being rejected.

## Important Notes:

- Please do not use a tablet or cell phone to submit your application, as mobile browsers are not supported by our portal. Candidates should only **apply using a laptop or desktop computer**.
- Only applications submitted in one of the official languages of Canada will be accepted (English or French).
- Communication for this process will be sent via email. It is the responsibility of the candidates to ensure accurate contact information is provided and updated as required.
- Candidates must provide an email address that accepts email from unknown users and regularly check their email, including spam folder.
- The Government of Canada does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- The results of this recruitment process may also be used to establish an eligibility list of qualified candidates for similar openings at the missions. This list might arise in the 12 months following the completion of this recruitment process.
- Candidates requiring any special assistance in attending exams or interviews are requested to inform us.
- Later in the process, reference checks will be sought for candidates who succeeded all of the assessments.
- Our organization offers an inclusive workplace where respect, teamwork, and collaboration are part of our culture. Canada's missions abroad are committed to promoting and supporting an environment free from harassment and discrimination, as well as encouraging and supporting employees with accommodation needs.