

Common Services Assistant

Selection Process N°: 94962-67

Salary: \$55,315.00 USD per annum plus benefits

Contract Type: Indeterminate (Full-time)

Term Details: This position is a Locally Engaged Staff position, subject to the Terms and Conditions of Employment for LES in USA.

Job Function: Administrative

Classification: LE - A2

Location: the Consulate General of Canada in Atlanta

Number of Vacancies: 1

Closing date for application: 20 November, 2022 at 23:59 UTC/GMT -5:00

[Apply Here](#)

Summary of Duties:

The Common Services Assistant (CSA) provides administrative support services in the following areas: finance, human resources, materiel management, procurement, contracting, property and facilities management. Duties include, but are not limited to:

- providing front-line client service (receptionist services, switchboard operation and upholding security access policy);
- financial support services (preparing expense claims and invoices for payment, tracking expenses via spreadsheet, receiving and recording revenues, etc.);
- HR support services (preparing documents for hiring competitions, preparing and processing new hire paperwork, reviewing and auditing HR requests in HR management system, etc.);
- maintaining office equipment and office supply stock, ordering supplies and equipment as needed;

- responding to service requests from clients, including property/facility requests and basic IT queries;
- assisting in keeping the common service i:/drive and ATNTA wiki evergreen;
- assisting with Common Service Social Marketing; and other duties as required.

Area of Selection:

Open to all interested applicants who are legally authorized to work and live in the United States having independent work authorization and status in accordance with U.S. protocol directives for employment in a foreign mission, who will be residing in country at the time of appointment, who meet all of the essential requirements stated below and whose applications are received by the closing date. Please note that the mission will not reimburse relocation costs under any circumstance and that the mission 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 based on merit. 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 to learn and develop their skills and competencies.

ESSENTIAL QUALIFICATIONS

Candidates will initially be screened against the Essential Qualifications relating to education, language* and experience.

Candidates must clearly demonstrate when applying to the position how they meet each of these essential qualifications.

*Language will be assessed further during the process.

Education:

Candidates will be required to provide proof of the completion of their 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:

1. An advanced proficiency level in English (reading, writing, comprehension and speaking); and
2. An intermediate level in French (reading, writing, comprehension and speaking);

Experience:

1. Minimum of two (2) years of experience providing administrative support services to a diverse team in a professional office environment;
2. Experience preparing financial documents for payment and tracking budgets;
3. Experience providing advice and guidance to clients in a front-line client service role; and
4. Experience with Microsoft Office Suite, including Word, Excel and Outlook.

RATED REQUIREMENTS

The Rated Requirements are part of the essential qualifications and are relating to knowledge, abilities and competencies. Methods of assessment for rated requirements may include, but are not limited to, a written examination, an oral interview (online pre-recorded/live or in-person), role-play, practical tests, presentations and/or psychometric assessment.

Knowledge:

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

Competencies:

1. Effective interpersonal skills
2. Strong organizational skills
3. Sound judgment
4. Adaptable and flexible
5. Detail-oriented
6. Confidentiality (ability to keep sensitive information on a need-to-know basis)

Abilities:

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

Asset Qualifications:

Preference may be given to candidates who meet the Asset Qualifications. Where applicable, candidates must clearly demonstrate how they meet any asset qualifications.

1. Experience in using SAP
2. Degree or courses in the field of accounting or Human Resources

3. E-collaboration experience with wiki knowledge and/or social marketing

Operational Requirements:

1. Hours of work: Normal hours of work for this position are in accordance with Locally-Engaged Staff regulations of 37.5 hours per week. The successful candidate must be willing to work overtime on occasion and when required.
2. Location of work: Work is normally performed on-site

Conditions of Employment:

Conditions of employment must be met or complied with before being appointed to a particular position, and are to be maintained throughout the employment while being the incumbent of this position.

- **Valid work authorization:** Ability to obtain and hold a valid work authorization covering the entire employment period.

- **Security screening:** Obtain and maintain a Reliability Status (security level) which includes a criminal and credit background check from the Government of Canada covering the entire employment period.

Special Request from Mission / Additional Comments:

Canada's strength is diversity and it has played a key role in Canada's history and development. Because of this, the Consulate General of Canada in Atlanta values diversity, equity and inclusion in our workforce.

We offer 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](#)

How to Apply

- You must submit your application using the "Apply online" function. Only applications submitted via VidCruiter will be considered, unless a valid reason is presented and accepted prior to the closing date.
- Do not include personal data such as; age, date of birth, gender, marital status, family status, religion or a picture in your application form, CV nor cover letter (as required). Please only include information relevant to the vacancy as requested in the job poster.
- You must clearly demonstrate in answering the screening questions how you meet the education and experience factors listed in the essential and asset qualifications. You must provide specific examples to demonstrate clearly how you meet the qualifications. Global Affairs Canada cannot make any assumptions about your studies nor experience. Simply saying you have the required qualifications or listing your current duties will not be sufficient. Instead, you must provide concrete and detailed examples that clearly explain where, when, and how you gained the experience. No additional information will be sought beyond what you submit in your online application.
- Candidates may be required to upload a CV and/or a cover letter in English or French. These documents may be used as a secondary source to validate the answers to the screening questions.
- Applications which do not include all of the requested documents or information and/or which are not received by the closing date will be rejected.
- Candidates who are unable to submit their application due to technical difficulties must report these to 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

- Only applications submitted in one of the official languages of Canada will be accepted (English or French).
- The language requirement for this position is identified under the essential qualifications (language). In consequence, the assessment process for this vacancy will be conducted in English and 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.
- Reference checks may be sought for candidates who succeeded all of the assessments.
- Please note that the Consulate General of Canada in Atlanta does not reimburse any travel costs to and from interviews/exams nor does it reimburse any relocation costs.
- Before an offer of employment can be made, successful candidates must provide a local residence address as proof of residence in the specified area of selection. This information is necessary to issue a letter of offer.
- As recently announced by the Government of Canada, the [*Policy for Mandatory Vaccination: Canada and the Mission Networks*](#) is suspended as of June 20, 2022. The Government of Canada will continue to assess the need for additional public health measures, including the possible reintroduction of a vaccination mandate at a later date.
- We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please contact us at LES-E-Recruitment-WSHDC@international.gc.ca to request specialized accommodation. All information received in relation to accommodation will be kept confidential.
- The results of this selection process may also be used to establish one or more pools of fully or partially qualified candidates for similar term, indeterminate, part-time or full-time openings at the Consulate General of Canada in Atlanta which might arise following the completion of this selection process.
- For Canadian citizens/residents and Canadian dual nationals, please note that it is your responsibility to enquire with the Canadian Revenue Agency about any possible taxation implications linked to an employment with the Government of Canada.