



ANTICIPATORY STAFFING

Parks Canada Agency

**Bruce Peninsula National Park/Fathom Five National Marine Park (Tobermory);
Georgian Bay Islands National Park (Midland); Thousand Islands National Park (Mallorytown);
Bellevue House National Historic Site (Kingston); Fort Wellington National Historic Site (Prescott).**

Administrative Assistant (CR-04); Finance and Administration Officer (AS-01);
Human Resources Assistant (AS-01); Executive Assistant (AS-01)

Indeterminate, Term, Acting, Assignment, Deployment

\$50,980 to \$61,567 (Administrative Assistant: \$50,980 to \$55,027; Executive Assistant, Finance &
Admin Officer, Human Resources Assistant: \$55,049 to \$61,567)

DEADLINE TO APPLY: 28th June 2021 at 11:59pm Pacific Standard Time

WHO CAN APPLY:

All individuals who have legal status to work in Canada. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

Clearly indicate in your application, the position (s) for which you are applying.

Please note: Individuals who had previously applied on Selection Process: 2021-CAP-GBOE-RM-OC-022, need not reapply.

HOW TO APPLY:

Send your application by email for this competitive process to: **PC.GBOEHR-RHUGBG.PC@Canada.ca**. Note, your email subject line should indicate: Selection Process: 2021- CAP-GBOE- RM-OC-031.

INFORMATION YOU MUST PROVIDE - EDUCATION AND EXPERIENCE:

All candidates are required to attach to their email both their résumé as well as a word document that clearly demonstrates how they meet the education and experience factors listed for both the essential and asset qualifications. Note, your word document should list each education and experience criteria, and you must provide concrete examples of how each is met.

RÉSUMÉS: Résumés may be used as a secondary source to validate the experience described in the word document.

REFERENCES: The names and contact information of two (2) individuals who can provide professional references (one of whom must be a recent supervisor*)

Note: "recent*" is defined as within the past two years.

CURRENT SUBSTANTIVE POSITION (for Government of Canada Employees): If you currently occupy a CR-04 or AS-01 and would like to be considered for opportunities at level, please indicate your employment status in your résumé and/or email.

ASSESSMENT:

A written examination may be administered; an interview will be administered; and reference checks will be sought

Other Information:

Parks Canada is committed to the principles of diversity and employment equity under the Employment Equity Act, and strives to ensure that our workforce reflects the diverse nature of Canadian society. We encourage women, Indigenous peoples, persons with disabilities and members of a visible minority group to self-identify in their cover letter.

CONTACT INFORMATION:

Wanda Burdett, A/Human Resources Advisor
Pc.GBOEHR-RHUGBG.pc@Canada.ca

CANDIDATES MUST MEET THE FOLLOWING ESSENTIAL QUALIFICATIONS TO BE CONSIDERED FOR THIS STAFFING PROCESS:

EDUCATION: A secondary school diploma OR an acceptable combination of education, training and/or experience

EXPERIENCE:

All positions (CR-04 & AS-01):

- Experience in providing administrative and/or financial support
- Experience in the use of various software programs such as: Excel, Microsoft Word, PowerPoint
- Experience providing service to internal and external clients by telephone, in person or in writing
- Experience in maintaining electronic or hard copy filing systems

Finance and Admin Officer, Human Resources Assistant, Executive Assistant (AS-01 only):

- Experience providing advice and guidance to manager/supervisor
- Experience in applying administrative policies, directives and procedures

ABILITIES:

Finance & Admin Officer; Human Resources Assistant & Executive Assistant (AS-01):

- Ability to track expenditures and/or monitor budgets (Finance and Admin only)
- Ability to manipulate and analyze financial data (Finance and Admin only)
- Ability to obtain, analyze, and summarize information from various sources
- Ability to plan and coordinate work in a team environment and supervise staff
- Ability to compile and synthesize data and information and incorporate into texts
- Ability to solve problems using reasoning

All positions (CR-04 & AS-01):

- Ability to work under pressure
- Ability to prioritize tasks and make recommendations
- Ability to work in a digital environment
- Ability to communicate effectively orally
- Ability to communicate effectively in writing

ASSET QUALIFICATIONS TO BE ASSESSED AT A LATER DATE:

Language requirements:

English Essential, Bilingual Imperative

EXPERIENCE:

Finance & Admin Officer (AS-01):

- Experience using Parks Canada financial software (STAR) • Experience in performing financial support functions (e.g. cashing and registering funds, managing petty cash, verifying or preparing invoices, etc.)
- Experience in initiating procurement processes • Experience supervising employees

Human Resources Assistant (AS-01):

- Experience preparing documents such as letters, memoranda, briefing notes or reports
- Experience providing Human Resources support and/or experience using Human Resources Information Systems (PeopleSoft) • Experience supervising employees

Executive Assistant (AS-01):

- Experience in the office of an executive and managing an executive calendar • Experience planning and/or coordinating meetings, and managing correspondence • Experience preparing documents such as letters, memoranda, briefing notes or reports • Experience supervising employees

Administrative Assistant (CR-04):

- Experience providing Asset Management support and/or experience using Asset Management Information Systems (MRT and/or Maximo)

PERSONAL SUITABILITY:

All Positions:

- Effective interpersonal relationships • Flexibility • Dependability • Sound judgement • Detail-oriented

OPERATIONAL REQUIREMENTS:

All Positions:

- Wear a Parks Canada uniform as per the uniform policy • Work irregular hours, overtime, weekends and/or statutory holidays and provincial/territorial holidays, when required • Travel for work and/or training purposes