

## EMPLOYMENT OPPORTUNITY

**Employer:** FISHERIES AND OCEANS CANADA

**Location:** St. Andrews Biological Station - 125 Marine Science Drive., St. Andrews, NB E5B 0E4

**Salary:** \$47,729 to \$57,643

**Position:** CR-04

**Period of Employment:** The intention is to staff one CR-04 position for a 12-month term at the Saint Andrews Biological Station in New Brunswick.

**Eligibility:** Applicants must be a member of a Mi'kmaq, Wolastoqey or Peskotomuhkati community, living in NB.

**Deadline:** November 20, 2022

**To Apply:** Candidates must submit the following on or before **November 20, 2022:**

- 1) Cover Letter
- 2) Resume **Submit your application (cover letter and resume) to:**

**Andrea Guevara Colindres**  
St. Andrews Biological Station  
125 Marine Science Drive  
St. Andrews, NB E5B 0E4

Email : [Andrea.GuevaraColindres@dfo-mpo.gc.ca](mailto:Andrea.GuevaraColindres@dfo-mpo.gc.ca)

### **Wondering what your tasks will look like?**

- Provide administrative support services including finance, human resources, materiel management, and procurement, etc.
- Input data to and maintain departmental systems for financial, asset management, human resources and administrative information; liaises with Regional or HQ corporate service providers to clarify requirements and exchange information.
- Code, verify and adjust financial information; trace and correct errors; process and verify transactions, produces monthly expenditure reports.
- Make arrangements and ensure follow-up for logistical services (travel, conferences, meetings, etc.).
- Process transactions related to HR, purchasing, accommodations, procurement, materiel management, telecommunications, contracting and other service requirements.
- Provide information to management and employees on administrative, human resources and/or financial policies, procedures, guidelines, systems and practices.
- Provide general office support services such as word processing, maintaining the office and filing systems, mail and reception, controlling taxi chits, processing claims and ATIP requests, ordering office supplies, and performing minor equipment maintenance.

### **Desired Profile:**

- Successful completion of two years of secondary school or an acceptable combination of education, training and/or experience
- Fluent in English
- Experience using the Internet, Microsoft Word, Excel and Outlook or other software with similar functions
- Ability to provide customer service
- Attention to detail
- Written communication skills
- Ability to manage your workload and priorities

### **Assets:**

These skills are not essential but could serve to set you apart in recruiters' eyes.

- Have a high school diploma
- Have completed a course in an administrative support field, such as office automation, secretarial, office administration, accounting, etc.
- Have written minutes or other follow-up documents
- Have performed administrative support tasks
- Experience using spreadsheet software, such as Microsoft Excel, at an Intermediate or Advanced Level.
- Experience managing or maintaining hard-copy or electronic records/files.

## Conditions of employment

- Reliability Status security clearance (security clearance is processed by the Department of Fisheries and Oceans. You do not have to have this at the time of application; please note that fingerprinting is required.)
- **Work in St. Andrews at the St. Andrews Biological Station\***.  
*\*Note that we are currently using hybrid work arrangements in which employees are required to be on site at times and work from home the rest of the time. Schedule to be discussed.*

## You think you are the right person?

Apply by sending an email to:

Andrea Guevara

[Andrea.GuevaraColindres@dfo-mpo.gc.ca](mailto:Andrea.GuevaraColindres@dfo-mpo.gc.ca)

Please reach out to me if you have any questions about this job ad.