



cmecc

Council of
Ministers
of Education,
Canada

Conseil des
ministres
de l'Éducation
(Canada)

THE COUNCIL OF MINISTERS OF EDUCATION, CANADA (CMEC), is an intergovernmental agency providing leadership in policy development, program administration, and research at the pan-Canadian and international levels. Located in the heart of Toronto (steps from the St. Clair subway), CMEC is seeking a:

BILINGUAL ADMINISTRATIVE ASSISTANT, LEARNING ASSESSMENT PROGRAMS

Full-time position

Current annual salary range: \$44,574–\$51,821, depending on experience and qualifications. This position requires some in-person work at the offices of CMEC.

CMEC offers excellent benefits and the opportunity to work in a dynamic, collegial, and bilingual environment that promotes professional development and career advancement.

Position summary

The **Bilingual Administrative Assistant, Learning Assessment Programs** supports the successful implementation of flagship projects that assess the knowledge and skills of students at the pan-Canadian and international levels, including the Pan-Canadian Assessment Program (PCAP), the Programme for International Student Assessment (PISA), the Progress in International Reading Literacy Study (PIRLS), and the Trends in International Mathematics and Science Study (TIMSS). The main tasks of the position include:

- providing operational, administrative, and clerical support
- organizing the preparation and translation of meeting documents
- preparing bilingual communication documents
- maintaining all databases and preparing templates for forms
- assisting with the organization of teleconferences and large-scale meetings
- liaising with key stakeholders, consultants, and suppliers as needed
- assisting with data entry and verification, including following up with schools and working with data officers for the verification of information
- assisting with expense claims, including following up with schools and test administrators and working with the financial officer to verify information

Key qualifications

- minimum two years' experience providing administrative support
- excellent organizational and task-management skills, together with the ability to plan, prioritize work, multi-task, and meet tight deadlines
- excellent problem-solving skills
- strong attention to detail
- excellent computer skills (MS Office), including the ability to format documents, and manipulate spreadsheets and databases
- excellent multi-tasking skills and ability to work in a fast-paced environment
- ability to work independently and as part of a team
- excellent communication and interpersonal skills
- excellent command of English and French, both spoken and written
- ability to exercise sound judgment
- ability to exercise discretion and tact in sensitive and confidential situations
- strong follow-up skills for project planning and processes

The position offers a full benefits package, including:

- competitive vacation allotment
- twelve (12) paid statutory holidays
- ten (10) paid sick days
- five (5) paid personal days
- personal wellness and professional development account (\$600 annually)
- contribution towards employee's own retirement savings plan
- health benefits
- flexible work schedule, with the opportunity for hybrid work

Please send an electronic version of your cover letter and résumé to the Council of Ministers of Education, Canada (CMEC), to the attention of Human Resources at hr@cmecc.ca by 4:00 p.m. EDT, August 19, 2022. For more information, visit us at www.cmecc.ca.

CMEC is committed to fostering an inclusive, diverse, and accessible environment, where all employees, business partners, and clients feel valued, respected, and supported. If you require accommodation during the recruitment and selection process, please let our Human Resources team know.

CMEC thanks all candidates for their interest in this position. Only those who are selected for an interview will be contacted. Candidates must be legally entitled to work in Canada.

CMEC is an equal-opportunity employer.