



cmec

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, POLICY & PROGRAMS

Full-time position

Current annual salary range: \$44,574 – \$51,821

Search area: within commuting distance of 95 St. Clair Avenue West, Toronto

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 **Administrative Assistant** provides administrative support to the Policy and Programs units. Key responsibilities include:

- providing operational, administrative, and clerical support
- maintaining all databases
- managing translation requests from team members
- assisting with the organization of videoconferences, teleconferences and large-scale meetings (hotels, meals, meeting-rooms, interpretation arrangements; circulating documentation, lists of participants, etc.)
- liaising with key stakeholders, consultants, and suppliers as needed

Key Qualifications

- Five 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
- 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

- Government experience, an asset
- Ability to exercise discretion and tact in sensitive and confidential situations
- Strong follow-up skills for project planning and processes

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, October 1, 2020**. For more information, visit us at www.cmecc.ca.

CMEC welcomes applications from persons with disabilities. Accommodations are available upon request for candidates taking part in the selection process.

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.