



Canadian Council
of Ministers
of the Environment Le Conseil canadien
des ministres
de l'environnement

CANADIAN COUNCIL OF MINISTERS OF THE ENVIRONMENT
Administrative Assistant
(Bilingual)

The Canadian Council of Ministers of the Environment's (CCME) Secretariat is seeking a full-time bilingual Administrative Assistant to fill an 18-month term position.

JOB PROFILE

The Canadian Council of Ministers of the Environment is the primary intergovernmental forum in Canada for discussion and joint action on environmental issues of national and international concern, operating at all levels on the basis of consensus. Its Secretariat has an enviable reputation for professional competency, service to its members, and commitment to environmental protection.

POSITION SUMMARY

The Administrative Assistant provides a wide range of administrative support to the CCME Secretariat and operates under the general supervision of the Executive Director. They demonstrate a high degree of competency within a professional environment; exercise sound judgement and discretion; respond positively and quickly to changing circumstances; with a demonstrated capacity to build and maintain relationships. The incumbent will be a quick and eager learner; with an eye for detail and focused on service; and able to work well in a flexible team committed to Canada's environment.

CORE COMPETENCIES

1. **Interpersonal Relationships:** They relate well to all kinds of people; build constructive and effective relations; use diplomacy and tact; can quickly find common ground and solve problems for the good of all; are seen as a team player and are cooperative; easily gain trust and support of peers.
2. **Composure:** They are cool under pressure; are considered mature; can handle stress; are not knocked off balance by the unexpected; do not show frustration when resisted or blocked.
3. **Communication:** They are able to write and speak clearly in both official languages in a variety of communication styles; can get messages across that have the desired effect.
4. **Time Management:** They use their time effectively and efficiently; concentrate their efforts on the more important priorities; can attend to a broader range of activities.
5. **Organising:** They can orchestrate multiple activities at once to accomplish a goal; use resources effectively and efficiently; arrange information and files in a useful manner.
6. **Member Focus:** They are dedicated to meeting the expectations and requirements of members and of other internal and external clients.
7. **Learning:** They learn quickly when facing new challenges; are open to change; learn from successes and failures; quickly grasp the essence of things.

KEY RESPONSIBILITIES

1. Provide support to Coordinators, including but not limited to the preparation of requests for proposals and professional services contracts, and backs up the Administrative Officer particularly on issues pertaining to the activities of the Council of Ministers, Deputy Ministers Committee, Management Committee and other senior committees.
2. Supports the Administrative Officer in all financial functions, including but not limited to payroll, budgets, banking and investments, accounts payable and receivable, and the annual audit in accordance with financial policies, procedures and directives.
3. Responsible for all aspects of the Secretariat's office functions including lease-related requirements; information technology; records management and archives; mail and courier services; office supplies, etc.
4. Primary point of contact for public inquiries by telephone and email, responding to public inquiries in a professional and responsible manner.
5. Coordinate preparation, review and finalization of all translation of correspondence, reports and a variety of other material and liaise with translators as required.
6. Work closely with CCME's web host to anticipate, address and resolve issues; post updates within assigned areas as required.
8. Support CCME's publications activities by assisting in reviewing, preparing and posting approved publications.
9. Participate as an integral member of the Secretariat by showing initiative in contributing, communicating and sharing information with other Secretariat staff.
10. Perform other duties as required.

REQUIRED AND DESIRABLE QUALIFICATIONS

This position requires the ability to work in both of Canada's official languages; two to four years of administrative experience or an equivalent combination of education (administrative program preferred) and experience; and advanced skill and proficiency in all components of Microsoft Office, particularly Word and Excel. Familiarity with Adobe Acrobat, Quickbooks and web-based tools is a definite asset. Event planning experience is an asset.

The incumbent will have keen attention to detail; the ability to plan, organise and establish work priorities with minimal direction; and the ability to communicate effectively and appropriately with senior government officials in a manner which demonstrates a high degree of discretion and diplomacy.

Location: Winnipeg, Manitoba

Salary: \$48,200

HOW TO APPLY

Interested applicants must email a résumé and cover letter which explains clearly how you meet the qualifications and what you bring to our workplace

Résumés with cover letters must be received no later than 11:59 a.m. CDT, May 20, 2025. Email to info@ccme.ca with the subject heading Administrative Assistant. Documents must be in MS Word or compatible, and file names must be LastName_FirstInitial_Letter.docx, and LastName_FirstInitial_Resume.docx.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.