

# Recruitment

## Sample Job Posting - for Admin/Tech Specialist Role

**Role Title:** Administrative Tech Specialist

### **About XYZ the Role and Key Responsibilities:**

XYZ has been meeting the ABC needs in our community for over 20 years. We are proud to be one of the best in the business and we are excited to have you join us on our quest to take our award winning team to the next level.

“Doing our Best to Always Do Better” is our motto and we have learned a lot across the past few years on how to do just that.

In this role you will provide administrative and technical support to the CEO and Transition Project Team. You will assist the organization to transition routine administrative operations, align website, social media, promotion and communications to promote operational efficiencies, support an improved online presence, and foster a welcoming, diverse and inclusive workplace.

You will bring a range of skills, knowledge, abilities and complementary competencies to the following:

### **Key Areas of Responsibility**

- General Office Management & Administration
- Website, Social Media & Internal Technological Solution Software Interface
- Communication, Promotion, Data Analysis & Report Writing
- Admin and Technical support to Transition Project and Event Planning

The detailed job description for this role can be found at [XYZ/careers.com](http://XYZ/careers.com)

### **Experience and Education Requirements for Success:**

We know that qualifications and experience will look different for individual applicants and each applicant will have varying degrees of the stated requirements for success.

All applications, regardless of educational backgrounds, will be considered fairly and equitably based upon the demonstrated experience and skilled application of the required knowledge, abilities and competencies outlined in the key areas of responsibilities and provide clear evidence of the following;

- Applied knowledge of general office procedures & best practices
- Prior administrative experience and successful implementation of improved operations in a fast paced office environment
- Professionalism and highly developed communication skills i.e., able to communicate new ideas and complex information in a variety of ways (verbal, written, digital)
- Demonstrated ability to learn and use technology-based solutions for improved engagement and efficiencies
- Technological expertise and familiarity with maintaining a website, social media and client management systems
- Excellent computer skills using the Microsoft Office Suite and familiarity with meeting management & project management tools
- Knowledge of handling sensitive and confidential information
- Establishing and maintaining accurate filing systems and data management procedures related to internal policies, operational practices and regulatory reporting

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- Demonstrated commitment to creating a welcoming workplace and familiarity with Inclusion, Diversity, Equity and Access as well as anti-racism and anti-oppression practices is deemed beneficial
- A degree/diploma in any of the following areas is an asset: Professional/Executive/Office Administration, Administrative Information Management and Technical Administrative Skills

#### **Working Arrangements:**

**Location:** Downtown Kingston, Ontario, Canada accessible by public transit. Parking is provided at no charge. The building is a modern modular layout that is fully accessible including workspace, break areas and washrooms. Although you have a semi-private office with natural lighting, your location and role will lend itself to a significant amount of daily traffic.

**Hybrid work arrangements:** negotiable, however, given that a significant amount of work is required to support in-office meetings and project team activities, a significant proportion of in office work hours is anticipated with the potential for a 70/30 in office/remote split.

- Should you choose to conduct some work from a remote (home) office, access to reliable high-speed internet is necessary in order to manage tech related core responsibilities.

**Resources:** Access to a range of supportive technical platforms, tools and resources to complete your work.

#### **Permanent Full Time Position:**

- Hours per week: (37.5-40) typically across Monday – Friday. Occasional weekend work may be required for special events/activities.

**Working Relationships:** You will work most frequently with and report directly to the CEO and the Transition Project Coordinator. You will also interact regularly with the transition project team members and staff as you support their efforts i.e., issue communications to support the adoption of new and routine operational practices. You will occasionally interact with the web manager, technology platform managers, suppliers, vendors and customers to promote an improved online presence and user experience.

#### **Salary and Benefits:**

- Annual compensation \$50,500 or provide a range (\$48,500-\$56,500)

Salary will be commensurate with the qualifications and experience of the applicant and will be discussed further at the time of interview and official offer. We offer competitive benefits including paid vacation and paid sick leave in accordance with employment standards. Non-compulsory flex health and dental care plans are available.

#### **Additional Perks include:**

- Hybrid (in office/remote) working arrangements
- Flexible start times
- Accessible lunch/break room facilities to prepare & store food/beverages
- Workplace is situated in prime downtown shopping district with restaurants within walking distance
- Professional Development and Mentorship Opportunities
- Diverse and inclusive work environment

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### Application Information:

**Due Date:** All applicant submissions must be RECEIVED by 4:30 pm EDT on September 30, 2023.

**Application Assignment:** Candidates selected for an interview will be asked to complete a related assignment. Details about the assignment will be provided by October 6th as well as interview schedule options between October 23rd and October 30th.

We thank you for your application and advise that only those selected for an interview will be contacted.

**Application Process:** If you meet the requirements for success in this role as outlined in this posting, we invite you to apply as most convenient.

- Electronically on the job posting portal
- By email to [hr@xyz.com](mailto:hr@xyz.com) or
- In person or by mail to XYZ, 123 Main Street, Kingston, ON K7K 3Y7

All applications must be submitted in one file containing your resume and cover letter. Ensure your name and hiring campaign number (23-ATS-10 First Name-Last Name) is on each page of the submission and is in the electronic title of the document.

If submitting through email, the subject line for email submissions is as follows;

**Subject Line:** ATTENTION 23-ATS-10 First Name-Last Name

### Accommodation

If you require accommodation for the recruitment process, please contact our representative at the number provided below.

The personal information submitted for employment is collected under the Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.

If you have any further questions that are not answered in this posting, please contact our XYZ representative at 613-XXX-XXXX, extension XXXX.

### Company Values:

XYZ is grateful to be situated on the north shore of Lake Ontario, the area originally known as Katarokwi (City of Kingston). We acknowledge that these are the traditional lands of the Anishinaabe, Haudenosaunee Huron-Wendat Peoples, and the Five Nations/St. Lawrence Iroquois, and thank them for their care and stewardship of this shared land.

As an organization, we encourage our people, clients and communities to consider the land where they live, work and play, and to actively engage in recognition and tangible ways that we can move forward together in meaningful reconciliation.

XYZ is an equal opportunity employer that is committed to creating a respectful, inclusive, and barrier-free workplace where each individual can bring their whole self to work.

We know this takes intentional effort and we are committed to fostering, cultivating, and preserving a culture of diversity; equity and inclusion with a goal to have the diversity of our people reflect the diversity of the clients and communities that we serve. All candidates are welcome to apply and we hope that you will choose to join the XYZ team where you are encouraged to come as you are.

Learn more about us at: [XYZ.com](http://XYZ.com)