Administrative Support – CL0802

McGill University School of Continuing Studies has a number of contractual and temporary administrative support job opportunities in various administrative departments.

We are currently seeking dynamic customer-service oriented individuals who have the following qualifications:

- DEP in Office Systems Technology
- 2 – 3 years office experience which includes demonstrated client-focused and service-oriented skills and attitudes.
- Demonstrated ability to work in a PC environment using word-processing, spreadsheets, databases, e-mail and the Internet. Knowledge of Banner applications is an asset.
- Demonstrated organizational skills and ability to multi-task. Demonstrated ability to prioritize and meet deadlines and to solve problems.
- Attention to detail.
- Demonstrated ability to clearly transmit and receive information.
- Bilingual, English and French spoken and written

All résumés will be kept on file for six (6) months. We thank all applicants for their interested but only those candidates selected for an interview will be contacted.

Please send your résumé in confidence to McGill University, Human Resources by **e-mail at <u>hr.conted@mcgill.ca</u>,** indicating reference number: **CL0802.**

McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.