

Jennifer Worsham
ENGL 301 – Technical Writing
Assignment 4.2 – Application Package
Advertised Position

Health Canada and the Public Health Agency of Canada / Santé Canada Et L'agence De La Santé Publique Du Canada, <https://hc-phac.hiringplatform.ca/processes/59051-various-administrative-positions>

Various Administrative Positions

Apply for positions at Health Canada and the Public Health Agency of Canada!

Are you looking to start or grow your career in the administrative field? Health Canada and the Public Health Agency of Canada are looking for you!

Closing date: June 30, 2022 - 23:59, Pacific Time

We are looking to fill positions at the CR-05, AS-01, AS-02 and AS-03 groups and levels.

Here are the job requirements that you must meet at the time of application to be invited to the next step of this selection process.

WHO CAN APPLY?

Persons residing in Canada, and Canadian citizens and Permanent residents abroad.

Preference will be given to veterans first and then to Canadian citizens and permanent residents, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

EDUCATION

- Secondary school diploma or employer-approved alternatives

EXPERIENCE

CR-05/AS-01:

- Experience in providing administrative support services.

AS-02:

- At least two (2) years full-time experience in providing administrative support services.
- Experience in maintaining a tracking system, monitoring progress and following up on outstanding actions.

AS-03:

- At least two (2) years full-time experience in providing administrative support services.
- Experience in maintaining a tracking system, monitoring progress and following up on outstanding actions.
- Experience in organizing, prioritizing or coordinating project activities.
- Experience in providing recommendations on administrative or operational procedures, policies or directives.

When submitting your application to this selection process, we will review your application and match your education/experience/assessment to the appropriate group and level(s). This means that your candidacy may be considered for one, some or all groups and levels advertised. Only one application is required.