|  |
| --- |
| **EXECUTIVE SERVICES COORDINATOR (AS-03)** |
| External Process |

|  |  |
| --- | --- |
|  | **ESSENTIAL QUALIFICATIONS** |
|  | **Education** |
| **Mandatory** | * Secondary school diploma or employer-approved alternatives (a satisfactory score on the PSC test approved as an alternative to a secondary school diploma; or an acceptable combination of education, training and/or experience)
 |
|  | **Experience** |
| **Mandatory** | * Experience in composing memoranda, briefing material and business correspondence
* Significant experience in using technology (e.g. e-mail, Internet and word processing)
* Significant experience in providing administrative assistance and coordination of activities for a manager or executive
* Experience in working in an office environment where there are changing priorities and tight deadlines
 |
| **Optional choice** | * Experience in leading or coordinating a project or project team
* Experience in analyzing and synthesizing information and preparing reports
 |
|  | **Knowledge** |
| **Mandatory** | * Knowing our business
 |
|  | **Abilities and Personal Suitability** |
| **Mandatory** | * Communication (oral)
* Communication (written)
* Verification and Accuracy
* Dependability
* Judgement
* Planning and Organizing
* Interpersonal Awareness
 |
|  | **Official Language Proficiency** |
| **Mandatory choice** | * English Essential
* French Essential
* English or French Essential
* Bilingual Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Bilingual Non-Imperative – Level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
|  | **ASSET QUALIFICATIONS** |
|  | **Experience** |
| Any of the following qualifiers can be used for experience factors within the assets qualifications section: **Experience**; **Experience with good results**; **Recent experience**; **Recent experience with good results**; **Significant experience**; **Significant experience with good results**; **Recent and significant experience**; **Recent and significant experience with good results**. Please refer to the Users Guide: Standardized Statement of Merit Criteria & Conditions of Employment for more information about qualifiers. |
| **Optional choice** | * in creating and maintaining databases
* in providing support services related to human resources
* in providing support services or services related to budget administration
* in the preparation of financial or statistical reports
* in maintaining an electronic agenda
* in using a corporate management system related to financial or human resources information
* in providing administrative and support services to a manager or member of the executive group
* in conducting procurement activities for the acquisition of goods and services, including the processing or tracking of invoice payments and contracts
* in organizing meetings, conferences or teleconferences
* in analyzing financial reports, in providing advice to managers on their budgets, in financial coordination and in budget administration
* in making travel arrangements and preparing travel claims
* in applying administrative policies, procedures and directives
* in tracking operational expenditures and commitments and verifying invoices
* in processing and tracking correspondence
* in composing, formatting, proofreading and tracking correspondence and various documents
* in managing credit card entries and data entry with a budgeting or financial management system
* in planning and organizing conferences, meetings and/or workshops
* in arranging office accommodations for a group or unit
* in facilitating a meeting
* in leading a project or project team
* in developing and implementing administrative procedures related to human resources or finance
* in implementing new processes and procedures to enhance the delivery of services
* in supporting management in the context of virtual management
* in reviewing and analysing all incoming documents and determining the correct course of action required to respond, identify and attach other related documents if necessary; and establish appropriate deadlines
* in analyzing and synthesizing information and preparing reports
* in dealing appropriately with the management of sensitive information within the office, according to established policies and procedures
* in working in an office environment where there are changing priorities and tight deadlines
* in working collaboratively with clients, peers, partners and other stakeholders
* in providing advice and guidance to facilitate decision making
* in using Microsoft Word
* in using Microsoft Excel
* in using Microsoft PowerPoint
* in using the various functions of Microsoft Outlook
 |
|  | **Knowledge** |
| **Optional choice** | * Knowledge of principles, policies and practices related to the management of human resources, finance, procurement and government information in the Federal Public Service
 |
|  | **Abilities** |
| **Optional choice** | * Thinking Skills
* Applying Principles and Procedures
* Using Technology
* Diagnostic Information Gathering
* Arithmetic Calculation
 |
|  | **Personal Suitability** |
| **Optional choice** | * Changing and Learning
* Initiative
* Positive Attitude
* Client Focus
 |
|  | **OPERATIONAL REQUIREMENTS** |
| **Optional choice** | * Willing and able to work overtime as required
* Willing and able to travel
 |
|  | **ORGANIZATIONAL NEEDS** |
| **Optional choice** | * In order to achieve a representative workforce, selection may be based on qualified candidates self-identifying (at time of application) as being:
* a member of visible minority group
* an aboriginal person
* a person with a disability
* a woman
 |
|  | **CONDITIONS OF EMPLOYMENT** |
|  | **Reliability and Security** |
| **Mandatory** | * Secret security clearance
 |