

Job poster Property and Materiel Assistant

POSITION DESCRIPTION

Position Title :	Property and Materiel Assistant
Classification :	LE-05
Section :	Administration section
Position :	EXT-303162X
Employment duration :	Indeterminate position; start date July 1 st , 2010
Eligibility :	This position is open to all persons who meet the qualifications
Last date to submit application :	Friday, March 26, 2010 at 14h45
Starting Salary :	28,633 € per year

SCREENING REQUIREMENTS

Education :	Degree from recognized college/university OR an acceptable combination of education, training and work experience related to the duties and specific areas of competence required by the position.
Language :	Fluency in Spanish and either English OR French (read, write and speak). Knowledge of the other Canadian official language an asset.
Knowledge and Experience :	<p>The incumbent must have good knowledge of office administration practices as well as local purchases, importation and customs entities and procedures.</p> <p>A very strong knowledge of electronic tools including the Windows XP, MS Office and Outlook applications is required. The incumbent must demonstrate good experience in office management practices, clerical duties as well as dealing with public.</p> <p>A valid driver's license is required.</p>

Summary of Duties:

Under the supervision of the Deputy Management Consular Officer:

- Coordinates, organizes and implements the purchasing of all materiel for the mission (including vehicles), and its receipt, verification, storage, distribution and disposal.
- Plans, organizes and controls the maintenance, repair and replacement of materiel resource.
- Arranges and coordinates the relocation and customs clearance of Household Effects (HHE) and vehicles of incoming and outgoing Canadian-Based Staff (CBS).
- Plans, organizes and controls the sale of all of materiel identified for sale and collects data for the development of the mission's materiel budget.
- Coordinates and organizes the purchase and distribution of all office supplies; develops, implements, and controls the mission Distribution Accounts.
- Controls and organizes the maintenance and distribution of the mission Pack-up Kits.
- Will be required to use an official vehicle for property related duties.
- Other duties as required.

RATED QUALIFICATIONS

Knowledge:

- of general office procedures and practices;
- of local entities and contacts related to this position duties
- of administrative and clerical procedures
- of the upkeep of electronic or hard copy files
- of data base software

Capabilities:

- to work quickly and accurately under pressure.
- to plan and organize many different tasks according to priorities already identified.
- to interact with a network of professional contacts.
- to work in a "team environment".
- to speak, read and write in Spanish and English or French; fluency in both English and French an asset.
- to establish effective interpersonal relationship within team and with colleagues and supervisors.

- to provide administrative support services.
- to plan and organize workflow.
- to adapt quickly to procedural and technological changes.
- to analyze and interpret information quickly and efficiently according to established criteria and to do follow up.
- to communicate quickly and clearly, both orally and in writing.

Personal suitability

- strong sense of client service
- effective personal relationships, tact and courtesy
- discretion, initiative and good judgement
- flexibility and adaptability
- strong organizational skills
- sense of cooperation, team player
- integrity and honesty
- Effective performance under pressure
- Dependable and loyal

CONDITIONS OF EMPLOYMENT

- **The candidate must be authorized to work legally in Spain.**
- **The candidate must hold a valid driver's license.**
- The appointment of the successful candidate will be subject to an Enhanced Reliability Check (ERC) obtained by Management. To conduct the ERC, the candidate must submit the following documents on being selected by the Mission.
 1. Police clearance certificate;
 2. letter of recognition from your bank stating your name, years of client service and your address.
 3. professional and educational mark sheets and certificates;
 4. identification document (DNI or NIE);
 5. birth Certificate;
 6. 3 ID photos;
 7. letter(s) of reference;
 8. school certificate.

HOW TO APPLY

Send your application letter in English or French only (applications in Spanish will not be considered) accompanied by a résumé (also in English or French) to :

Email anne-marie.boisvert@international.gc.ca

Only applications submitted to the above address and before the cut-off date and time will be considered for screening.

Notes :

1. **Only the applicants short-listed** will be contacted by the HR section.
2. The results of this competition may also be used to establish an eligibility list of staff for similar openings in the Administration Section of the Embassy of Canada in (country) which might arise in the 12 months following the completion of this competition.
3. A written test and personal interview will be conducted in the selection process for this position.

Issuance date : Monday, March 15, 2010