



The **Library of Parliament** is a non partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

**Business Support Services (BSS)** provides support and services to the Library of Parliament in the areas of human resources, finance and materiel management, corporate planning, information technology, and publishing, editing and creative services.

We are currently looking for candidates to staff the following position: **administrative assistant**.

The administrative assistant works with the office manager to provide administrative and logistical support to the Office of the Director General of BSS. The incumbent performs administrative tasks to ensure that the office and daily operations run smoothly.

If you are an administrative professional with a keen interest in client service and have excellent communication skills and strong initiative, this position may be right for you.

**ADMINISTRATIVE ASSISTANT  
OFFICE OF THE DIRECTOR GENERAL  
BUSINESS SUPPORT SERVICES**

*Indeterminate Position*

**MPA-2 (\$60,939–\$71,087)**

(Bilingual staffing – imperative: CBC/CBC)

**NOTE:** This selection process will also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions at the Library of Parliament that require similar knowledge or competencies.

**For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.**

**The following knowledge criteria will also be evaluated:**

- General knowledge of the Parliament of Canada
- Knowledge of policy, administrative processes and best practices regarding financial administration, procurement, office equipment and electronic document management

- Knowledge of office software (Microsoft Office suite, Adobe Acrobat Pro) and document management systems in order to file, retrieve and compile documents and data

**To be considered, candidates must have:**

- A college diploma in office automation or office work experience
- Experience in delivering excellent client service as part of a team
- Experience in organizing and coordinating information in corporate document management systems and in documents, files and bring-forward systems for an executive office
- Experience in managing and organizing an executive's schedule and performing related tasks (drafting agendas and minutes, organizing meetings, etc.)

**Asset:**

- Experience in liaising with senior management offices (assistant deputy minister or higher), other departments or agencies, stakeholder groups, or ministers' offices on behalf of a senior executive (assistant deputy minister or higher)

**Candidates retained in this selection process will be required to obtain:**

- A successful second-language evaluation (Bilingual staffing – imperative: [CBC/CBC](#))
- A successful pre-employment screening

**Additional Information:**

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer
- This selection process will include a second-language evaluation, a written qualifying exam and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament is committed to employment equity.

- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

**Apply no later than 9 December 2019 – 11:59 p.m. (Eastern Time).**

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 19-LOP-292** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca)

By fax: 613-995-9582

By mail: 50 O'Connor Street  
Library of Parliament  
Human Resources Directorate  
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-797-9238 or [LOPCareers-CarrieresBDP@parl.gc.ca](mailto:LOPCareers-CarrieresBDP@parl.gc.ca).

**We thank all those who apply. Please note that only those selected for further consideration will be contacted.**