National Defence / Défense nationale

Statement of Merit Criteria and Conditions of Employment

Selection process number:	006-RL-01-26
Position title:	Common Services Assistant
Classification:	LE-A2
Organization/Unit:	CFSU(E) Det Riga
Location:	Riga, Latvia

Candidates interested in this position are required to first apply to the RCPO Inventory https://dnd-mdn.hiringplatform.ca/processes/109368-rcpo-inventory?locale=en

Essential qualifications

Minimum high school/secondary school diploma, or an equivalent combination of education, training, and/or experience, typically gained through approximately two years working in an office environment

- Experience providing administrative support in an office environment

- Ability to communicate effectively in English, both orally and in writing

1.Client service orientation
2. Reliability
3. Judgement
4. Discretion
5. Flexibility
6. Ability to work independently
7. Teamwork
8. Interpersonal skills

Official language proficiency:	**English Essential**
Other official language information:	Asset: Latvian, Lithuanian, Estonian, Polish or Czech

Asset qualifications

1. Experience working in a military, government, or public service environment.

2. Experience providing client/customer service.

3. Experience updating and maintaining records in an electronic record management system.

4. Experience working with Microsoft Office application such as Outlook, Word, Excel, Teams, SharePoint Online.

5. Experience handling confidential or sensitive information.

6. Experience interpreting and applying policies, procedures, or guidelines.

7. Experience prioritising tasks.

8. Experience of meeting deadlines.

Operational requirements

Depending on work requirements, hour of work may vary from time to time
Willingness and ability to complete mandatory education/training relevant to the position, and maintain the relevant certification throughout the duration of employment

Organizational needs

For operational or unforeseen business reasons, employees must be willing and able to work from home, if requested to do so by their supervisor.

Conditions of employment

Reliability and security:	**Must be able to obtain and maintain a Reliability Status**
Other conditions of employment	