

Canadian Food Inspection Agency – Job Opportunity

PLANT HEALTH SCIENCE & RISK DIRECTORATE - CHARLOTTETOWN LABORATORY
TERM EMPLOYMENT OPPORTUNITY
Administrative Services Assistant – CR 04
ASAP to December 2027 (potential for March 2028)
Salary Range: $57,678 to $62,249 annually
Standard Hours of Work: 8:00am to 4:00pm MON – FRI

The Canadian Food Inspection Agency (CFIA) touches the lives of all Canadians in so many positive ways.

Each day, hard-working CFIA employees—including inspectors, veterinarians and scientists—inspect food for safety risks, protect plants from pests and invasive species, and respond to animal diseases that could threaten Canada's national herd and human health.

Guided by science-based decision-making and modern regulations, the Agency works tirelessly to ensure access to safe and healthy food in Canada, and support access to international markets for our high-quality agricultural products.

Under the Direction of the Resource Manager, this position provides administrative support in a laboratory environment in the following areas: administration, human resources, financial and procurement. The key activities may include:

- Assists in and maintains financial resource management activities including accounts payable and accounts receivable;
- Assists with the procurement and receiving of goods and services including maintaining inventory of office supplies, laboratory stores, and equipment.
- Assists with the preparation of documentation to support human resources management activities in areas such as classification, staffing, security clearances, and may assist with employee onboarding/offboarding activities.
- Maintains and updates administrative, financial, human resources and/or procurement information in an electronic environment and associated hard copy files, records and correspondence and provides input into the development or enhancement of such systems;
- Assists as required in other general administrative functions including making travel arrangements for staff, processing travel claims, procurement of goods from local vendors, transport of materials to and from local courier depots and supporting staff with shipping activities.

ESSENTIAL QUALIFICATIONS – ***You must meet the following qualifications:***

Official Language Requirement

English Essential

Education

Successful completion of a secondary school diploma or an acceptable combination of education, training and/or experience.

Preference may be given to candidates with post-secondary education in finance, administration or other field relevant to the position.

Note: Please be prepared to provide proof of your education (copy of degree/diploma) at any time during the hiring process. If your education was obtained outside Canada, you will be required to submit proof of evaluation of Canadian equivalency.

Experience

1. Experience using a computer and various software such as Microsoft office suite (Outlook, Word, and/or Excel)
2. Experience providing administrative services such as but not limited to filing, preparing correspondence, reception functions, mail duties, or other general administrative support functions.
3. Experience providing client service.

Asset Experience

Preference may be given to applicants with:

1. Experience in procurement and accounts payable activities.
2. Experience in the use of financial and reporting systems, such as SAP.

Competencies

Team Player
Attention to detail
Dependability
Effective Interpersonal Relationships
Written Communication
Oral Communication

CONDITIONS OF EMPLOYMENT

The following conditions of employment are required for an appointment:

- Reliability Security Clearance
- Adherence to the CFIA Code of Conduct
- Adherence to the CFIA Conflict of Interest and Post-Employment Policy
- Compliance with the Values and Ethics Code for the Public Sector
- Legal status to accept employment for the entire period of employment
- *To maintain a valid driver's license*
- *To work overtime, as required*
- *To use in the prescribed circumstances and manner all prescribed safety materials, equipment, devices and clothing*

HOW TO APPLY

Please email your resume to **Christine Balint** (Resource Manager, Charlottetown and Ottawa Plant Laboratories) **-** Christine.Balint@inspection.gc.ca - with a covering letter that describes how you meet the ***Essential qualifications*** listed above (Education, Experience, Competencies). Using the education and experience factors (essential and assets) as a header, write one or two paragraphs for each qualification, demonstrating how you meet them with concrete examples including where, when and how they were obtained. Failing to do so could result in your application being rejected. You must meet all essential qualifications to be selected for the position. Ensure your resume contains your contact information, including your email address. You may submit your application in either English or French.

APPLICATION DEADLINE: 4:00pm AST Monday, November 16, 2026.

OTHER INFORMATION – see next page

1. Personal information is obtained for the purpose of determining an individual's competence and suitability for employment.
2. If you are selected for an interview or other type of assessment, you will have the option to be evaluated in the official language of your choice.
3. All written and verbal communication obtained throughout the selection process, from the time of application to close of process, may be used to evaluate the candidate.
4. During the application or assessment process both cheating and plagiarism are considered forms of misconduct and are not permitted. Any person found cheating, including those who help others to cheat, may be subject to removal from the staffing process.

We thank all those who apply. Only those selected for further considerations will be contacted.