



Job Ad

Ministry: Ministry of Correctional Services
Division: Thunder Bay Correctional Centre
Position Title: ADMINISTRATIVE CLERK/STOREKEEPER - RPT
Duration: 1 Regular Part Time
Location: P.O. Box 1900, Thunder Bay, P7C 4Y4, North Region (Restricted to OPS employees living or working within 125 kms of Thunder Bay)
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour* (16.25 hours per week)
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 13836

Are you looking for an exciting career change? If so, consider this unique opportunity at the Thunder Bay Correctional Centre. Working in the administration office at this medium security facility with an operational capacity of 128 sentenced adult male inmates and, working in a systemic and anti-racism environment, you will receive incoming calls, answer routine inquiries or forward to the appropriate staff as well as greet and instruct visitors. You will perform general office administration duties, backfill for the accounts payable finance clerk during routine absences and prepare administrative and financial reports. You will monitor stores stock levels, ensure that adequate quantities of stock are available at all times, prepare stock requisition forms, purchase all items and maintain vendors of record information. You will also perform shipping and receiving for the storekeeping operation as well as package and/or issue supplies.

Hours of work for this part-time position are 16.25 hours per week.

Qualifications: knowledge of government administrative, financial, purchasing, procurement and storekeeping policies, procedures and practices; knowledge of OPS customer service standards and well developed interpersonal and communication skills (both oral and written) in order to effectively perform reception duties and to respond to routine inquiries; knowledge of financial information systems (IFIS), accounting and finance and general ledger entries to process institutional accounts payable; knowledge of office equipment such as printers, photocopiers and fax machines; demonstrated knowledge of computers and related software such as Microsoft office suite (word, excel and outlook); well developed analytical, reasoning and problem-solving skills; arithmetic and mathematical skills; ability to interpret and follow instructions and to set priorities when completing work assignments.

Posting Date: Friday, November 28, 2008

Closing Date: Tuesday, December 16, 2008

Applications must be received by the end of the closing date with the Job ID number quoted.

Apply online

or send application to: Northern Recruitment Centre - Ministry of Government Services
159 Cedar Street, Suite 404
Sudbury, Ontario, P3E 6A5
Fax: 705-564-9165

Only applicants selected for interview will be contacted.

OPS Employees are required to quote their WIN EMPLOYEE ID number when applying to positions.

The Ontario Public Service is an equal opportunity employer.

Accommodation will be provided in accordance with the Ontario Human Rights Code.

*Indicates that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.