



Job Ad

Ministry: Ministry of Government and Consumer Services
Division: Office of the Registrar General
Position Title: TEAM MANAGER
Duration: 1 Permanent
Location: 189 Red River Road, Thunder Bay, P7B 6L8, North Region
Compensation Group: MCP
Salary: \$59,519.00 - \$72,135.00 per annum
Position Status: Open
Job Code: AGA17 - General Administration AM-17
Schedule: 6
Category: Management and General
Job ID: 12940

We are looking for a motivated, organized leader to ensure the effective and efficient management of the operations relating to birth, marriage, and death certificates. If this sounds like you, please read on for more information!

As a supervisor responsible for a team of representatives working in multi-faceted, high-volume production environment, you will implement training and continuous improvement plans, ensure processes and business rules are followed, and implement performance measures related to operational productivity. Writing reports, coaching staff, and maintaining the security of the work environment will also be components of your role.

NOTE: This position is for the evening shift, working the hours of 5:30 p.m. until 1:15 a.m.

Qualifications: demonstrated group leadership, coaching, and dispute resolution skills, as well as experience in performance management; problem solving, analytical, and judgement skills to monitor and adjust productivity and performance standards; customer service orientation, as well as interpersonal and communication skills; organizational skills to co-ordinate activities so that operational programs can operate effectively and efficiently; demonstrated knowledge of collective agreements and management challenges, as well as sensitivity to working within a unionized environment.

Note: Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks Policy, the top applicant(s) will be required to undergo personnel screening checks, which includes a police records check.

Posting Date: Friday, October 17, 2008

Closing Date: Friday, October 31, 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.**