



Job Ad

Ministry: Ministry of Natural Resources
Division: Aviation Forest Fire Management
Position Title: FIRE MANAGEMENT CLERK
Duration: 1 Permanent
Location: 1580 Arthur Street, Thunder Bay, P7K 1A6, North Region
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour*
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 11758

Would you like to put your strong skills in administration and financial management to use? If so, consider joining our exciting, fast-paced team!

As a member of the Thunder Bay Fire Management team, you will provide customer service to internal and external clients. You will provide financial, administrative, human resources and clerical support to the team and provide group leadership to seasonal and summer staff.

Qualifications: proven knowledge of word processing, spreadsheet, database, email, internet and financial computer software applications to produce correspondence, create mailing lists, enter data, develop reports and train staff; knowledge of financial and human resources processes, as well as knowledge of workers' responsibilities as outlined in the Occupational Health and Safety Act; proven group leadership, teamwork and communication skills; organizational skills and proven ability to perform tasks with minimal supervision and work independently to establish work priorities; demonstrated analytical, problem solving, judgment and decision-making skills; knowledge of radio equipment operations and ability to obtain a Restricted Radiotelephone Operator's Certificate; knowledge of office practices/equipment and telephone operation and etiquette to provide effective customer service.

Posting Date: Friday, September 12, 2008

Closing Date: Friday, September 26, 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.