



## Job Ad

**Ministry:** Ontario Clean Water Agency  
**Division:** Northern Regional Office  
**Position Title:** REGIONAL BUDGET/HUB ADMINISTRATIVE SUPPORT  
**Duration:** 1 Permanent  
**Location:** Thunder Bay, North Region  
**Compensation Group:** OPSEU  
**Salary:** \$23.28 - \$26.57 (MplusM) per hour\*  
**Position Status:** Open  
**Job Code:** 10OAD - Office Administration 10  
**Schedule:** 3  
**Category:** Administrative and Support Services  
**Job ID:** 13665

The Ontario Clean Water Agency requires an organized/motivated individual to provide direct finance/administrative support to the Northern Regional Manager. You will: provide a wide range of financial support such as budget/month-end forecasts and coordinating budgets within the regions; prepare memos, reports and presentations using various software.

**Qualifications:** demonstrated experience of financial/administrative procedures including budget preparation and review; experience providing direct support to a senior level manager; ability to work independently; strong time management and organizational skills; ability to coordinate multiple tasks to meet tight deadlines; excellent customer-service skills; good oral and written communication skills; keyboarding skills to government standards; proficiency using computer software such as Excel, Powerpoint and Microsoft Word.

**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.

**Send application to:**

Ontario Clean Water Agency  
Northern Regional Office  
335 Euclid Avenue  
Thunder Bay, Ontario, P7E 6G6  
Fax: (807) 475-1531

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.