



Job Ad

Ministry: Ministry of the Environment
Division: Northern Director`s Office
Position Title: REGIONAL ASSISTANT
Duration: 1 Permanent
Location: South Porcupine, Thunder Bay (Location to be determined by successful candidate)
Compensation Group: OPSEU
Salary: \$25.30 - \$29.28 (MplusM) per hour*
Position Status: Restricted
Job Code: 11OAD - Office Administration 11
Schedule: 3
Category: Administrative and Support Services
Job ID: 14209

If you are looking for a challenge and an opportunity to increase your administrative skills, consider the Regional Assistant position with the Ministry of the Environment`s Northern Region Office. The Regional Assistant provides executive support to the Director and Assistant Director and acts as an administrative resource to the region`s senior management team. In this position you will be responsible for coordinating activities and requests between the Assistant Deputy Minister`s office, the Regional Director`s office and six northern offices.

Qualifications: excellent organization, co-ordination and facilitation skills to prioritize work and provide support within a high pressure environment; knowledge of administrative support skills including financial procedures, tracking correspondence, filing and processing mail; excellent communication skills to respond to inquiries and provide proofreading, editing and formatting services; advanced computer skills including word processing, spreadsheets, databases and e-mail and knowledge of office equipment; general knowledge of the division`s program activities to coordinate and respond to issues; ability to work with minimal supervision and demonstrated leadership and initiative.

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: Ministry of Government Services-Northern Recruitment Centre
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.