



## Job Ad

**Ministry:** Ministry of Training, Colleges and Universities  
**Division:** Employment and Training Division, North Region Branch  
**Position Title:** ADMINISTRATIVE ASSISTANT  
**Duration:** 1 Temporary Assignment/Contract for up to 12 months with the possibility of extension  
**Location:** 28 Cumberland St. N., Thunder Bay, P7A 4K9, North Region  
**Compensation Group:** OPSEU  
**Salary:** \$21.22 - \$23.92 (MplusM) per hour\*  
**Position Status:** Open  
**Job Code:** 08OAD - Office Administration 08  
**Schedule:** 3.7  
**Category:** Administrative and Support Services  
**Job ID:** 11015

Are you a highly-motivated, bilingual individual? If you answered yes, consider joining the North Regional Service Delivery Branch to provide administrative support in a variety of functions related to employment programs and services. You will maintain filing systems, databases and mail logs, answer telephone inquiries and provide secretarial administrative and financial support to unit staff.

**Qualifications:** proficiency in English and advanced level oral and written French; sound knowledge of administrative and financial office procedures; ability to use wordprocessing, spreadsheet and database software; excellent communication and interpersonal skills to deal effectively with people; ability to work in a fast-paced environment; reasoning and problem solving skills to determine priority and urgency; detail-oriented with excellent organizational skills to meet deadlines.

**Posting Date:** Friday, September 05, 2008

**Closing Date:** Friday, September 19, 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.