



Job Ad

Ministry: Ministry of Transportation
Division: Field Services, Northern Region
Position Title: INTERNATIONAL REGISTRATION PLAN SECRETARY
Duration: 1 Temporary assignment/contract for up to 12 months with the possibility of extension
Location: 615 South James Street, Thunder Bay, P7E 6P6, North Region (Restricted to OPS employees living or working within 125 kms of work location)
Compensation Group: OPSEU
Salary: \$22.18 - \$25.08 (MplusM) per hour*
Position Status: Restricted
Job Code: 09OAD - Office Administration 09
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 11393

Put your excellent research, analytical, and communication skills to use in the Field Services Branch of the Ministry of Transportation!

In this role you will utilize customer service skills to respond to the public and external stakeholders with respect to driver licensing, driver improvement, and vehicle licensing. In addition, you will provide secretarial and administrative services, including establishing and maintaining the filing and bring forward system, receiving, opening, sorting, and distributing mail, and composing routine correspondence, ensuring attention to proper grammar, spelling and business format. You will also receive, process, and issue all international registration plan (IRP) permit applications within established legislation, policies and procedures, resolve client problems through research, and maintain, access and interpret information from database systems.

Qualifications: research, analytical, and problem solving skills to issue IRP registrations and other transactions, resolve problems, and recommend corrective actions, such as denying a permit; communication and consultation skills, including tact and diplomacy, to deliver customer services, explain detailed matters, including acts and legislation, and compose correspondence; knowledge of and ability to use computers and software applications, including Microsoft Outlook, Word, Excel, PowerPoint, and databases; knowledge of vehicle licensing legislation, policies, and procedures; knowledge of administrative and office procedures and guidelines, as well as knowledge of how to operate various office equipment, such as photocopiers and facsimiles.

Posting Date: Friday, August 22, 2008

Closing Date: Monday, September 08, 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.