



Job Ad

Ministry: Ministry of Tourism and Recreation
Division: Tourism Operations
Position Title: BUSINESS SERVICES COORDINATOR
Duration: 1 Permanent
Location: 1350 King Road, Thunder Bay, P7K 1L7, North Region
Compensation Group: AMAPCEO
Salary: \$63,903.00 - \$79,658.00 per annum
Position Status: Open
Job Code: 18APS - Purch & Supply (Ama Unit) APS18
Schedule: 6
Category: Consulting and Planning
Job ID: 10379

Enrich your future career path while embracing the past! Fort William Historical Park welcomes you to share your project leadership abilities in the planning and direction of multiple, diverse and concurrent initiatives ranging from the development of business partnerships, to plant, property and exhibit renewal projects.

You will creatively plan and coordinate the procurement of service providers and equipment, provide procurement expertise, develop project terms of reference, develop project plans and business cases, and determine resource requirements, ensuring technical support and advice are provided to management at all stages of each project. You will provide leadership to administrative staff and lead the development and management of various systems in support of project activities. Preparing and presenting reports, such as expenditure forecasts and project status updates, as well as establishing and maintaining ongoing business relationships with stakeholders, including professional staff, managers, contractors, regulatory authorities, and trades people.

Qualifications: knowledge of and ability to apply procurement and purchasing principles and methods, as well as project budgeting techniques; contract management, negotiation, and problem solving skills; demonstrated knowledge of project management techniques and methodology to lead projects and ensure their timely completion; demonstrated communication skills; leadership skills and the ability to plan, organize, and co-ordinate human, financial and material resources; ability to build and maintain business relationships.

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.**