



NOTICE: Effective January 15th the OPS will be posting new job advertisements on the eCareers website daily. New job advertisements will be posted throughout the week, Monday through Friday. Please check the site regularly to see new opportunities available within the OPS.

Please note that the **job alert** function is temporarily unavailable. We are working on correcting the issue, but in the meantime, please check the website regularly for updated job posting details. We will post an updated message on the site when the job alert function is functional again.

Job Ad

Ministry: Ministry of Government Services
Division: ServiceOntario - Thunder Bay Production and Verification Services Branch
Position Title: ADMINISTRATIVE ASSISTANT
Duration: 1 Temporary assignment/contract for up to 12 months.
Location: 189 Red River Road, Thunder Bay, P7B 6L8, North Region (Restricted to OPS employees living or working within 125 kms of the work location.)
Compensation Group: OPSEU
Salary: \$21.59 - \$24.34 per hour*
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 20016

Are you an energetic and teamwork oriented individual with excellent administrative skills?

ServiceOntario Thunder Bay Production and Verification Services Branch of the Ministry of Government Services has an opportunity for you to perform a wide range of administrative support duties. You will write correspondence, make travel arrangements, schedule appointments, book meetings, order supplies, and provide support, information and assistance to management and staff in the branch.

Qualifications: demonstrated office administrative support skills including ability to learn and apply policies and procedures; excellent oral and written communication including superior writing, grammar, spelling abilities so that Minister's correspondence is completed without errors; analytical skills, judgment, attention to detail, and proven ability to work with confidential information as well as identify and resolve discrepancies and ensure errors do not occur; high level of organizational skills to determine work priorities and meet tight deadlines; strong interpersonal and customer service skills as well as tact and discretion to liaise with and respond to inquiries from staff and the public; proficiency with computers and word processing, spreadsheet and e-mail software.

Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks policy, the top applicant will be required to undergo personnel screening checks, which includes a police records check.

Please note: Online applications to restricted competitions are not accessible from your home computer; to apply to a restricted competition, please utilize an OPS computer terminal.

Posting Date: Monday, July 20, 2009
Closing Date: Tuesday, August 04, 2009

Applications must be received by the end of the closing date with the Job ID number quoted.

**Apply online
or send application to:**

Applications are accepted online only. As an equal opportunity employer, the OPS will provide employment accommodation if required. Contact the Regional Recruitment Centre at
1-866-333-8491, Ontario, CANADA
Fax: Faxes are not being accepted.

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 the salary listed as per the OPSEU Collective Agreement.