



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: Ontario Shared Services
Position Title: BENEFITS ASSISTANT
Duration: 1 Permanent
Location: 189 Red River Road, 3rd Floor, Thunder Bay, P7B 1A2, North Region
Compensation Group: OPSEU
Salary: \$23.69 - \$27.03 per hour*
Position Status: Restricted
Job Code: 100AD - Office Administration 10
Schedule: 3
Category: Administrative and Support Services
Job ID: 18604

Join our team of professionals who are committed to providing quality information to meet the needs of our clients.

In this role, you will provide benefit and pension advice to Ontario Public Service employees and assist in the administration of benefits, pension and special related programs. You will be an effective communicator by providing advice and interpretation on various collective agreements, policies and legislation.

Qualifications: proven communication and interpersonal skills to respond, establish and interact with clients with the ability to use tact, diplomacy, and good judgment when dealing with sensitive situations; knowledge of pension and benefit programs as outlined in various collective agreements; demonstrated ability to apply relevant policies, guidelines and legislation such as the Public Service Act of Ontario, Pension Acts, Employment Standards Act and other related internal ministry policies and procedures; proficiency with computers and applications including word processing, database and spreadsheet software; demonstrated ability to independently conduct research and resolve complex issues; established organization skills to prioritize work and meet deadlines while maintaining accuracy and attention to detail.

Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks Policy, the top applicant will be required to undergo a personnel-screening check, 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: Tuesday, June 16, 2009

Closing Date: Tuesday, June 30, 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 at this time

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.

