



**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:** HR Transactional Services, Payroll Operations Branch  
**Position Title:** PAY AND BENEFITS DATA ENTRY CLERK  
**Duration:** 1 Seasonal contract up to 7 months (April-November)  
**Location:** 189 Red River Road, Suite 301, 3rd Floor, Thunder Bay, P7B 1A2, North Region  
**Compensation Group:** OPSEU  
**Salary:** \$19.94 - \$22.36 (MplusM) per hour\*  
**Position Status:** Open  
**Job Code:** 06OAD - Office Administration 06  
**Schedule:** 3.7  
**Category:** Administrative and Support Services  
**Job ID:** 17239

Are you a detail oriented person who thrives to work in a fast paced environment. If so the Ministry of Government Services, Ontario Shared Services is looking for you. In this role you will provide data entry functions and back up administrative support to the Pay and Benefits Unit in Thunder Bay.

**Qualifications:** ability to use software programs in order to input and retrieve data (word processing, spreadsheets, e-mail and internet); ability to utilize office equipment (photocopier, fax and printer); knowledge of administrative policies, procedures and practices including organizing and maintaining filing systems, and receiving, opening and distributing mail; analytical and mathematical skills to determine error and problems, to reconcile and verify and to do complex calculations; priority setting and organizational skills; communication and interpersonal skills to deal tactfully with clients and team members, to follow up on information with clients and ensure completeness of forms; ability to type 45 words per minute

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.

**Posting Date:** Tuesday, April 07, 2009

**Closing Date:** Thursday, April 23, 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:  
 705-564-7021, 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 that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.

