



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: Thunder Bay Pay and Benefits
Position Title: PAY AND BENEFITS SPECIALIST (Seasonal)
Duration: 2 Seasonal assignments/contracts up to 7 months - please note that this posting may be used to fill additional fixed term opportunities as they arise
Location: 189 Red River Road, 3rd Floor, Thunder Bay, P7B 1A2, North Region (Restricted to OPS employees living or working within 125 kms of work location.)
Compensation Group: OPSEU
Salary: \$23.69 - \$27.03 per hour*
Position Status: Restricted
Job Code: 10OAD - Office Administration 10
Schedule: 3
Category: Administrative and Support Services
Job ID: 18703

Are you client-focused and enjoy working in a challenging and rewarding environment? Then this is an excellent opportunity to demonstrate and further develop your expertise in the field of payroll and benefits with the Ministry of Government Services, Ontario Shared Services.

You will work in a transactional service delivery model for multiple ministry clients providing a range of integrated pay, benefits, pension and attendance services. Challenges will include responding to payroll enquiries and initiating actions to correct errors and omissions. Work will require frequent interaction and communication with internal clients, external partners and co-workers and will provide you with many rewarding opportunities to make meaningful contributions affecting the employees of the Ontario Public Service.

Qualifications: knowledge of payroll and benefits administrative processes and procedures and experience with computerized payroll systems; interpersonal and communication skills to interact with internal and external clients; ability to organize work, set priorities, perform demanding tasks with rigid deadlines and work independently as well as in a team; knowledge and experience working with collective agreement administration and the ability to interpret, apply, and explain complex directives relating to salary administration, employee benefits, and pension entitlements in order to provide accurate and efficient advice to clients; mathematical skills and problem-solving abilities to investigate payroll, attendance and benefit discrepancies, and recommend corrective action; knowledge of various computer applications, keyboarding and data entry skills.

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.

Posting Date: Thursday, May 28, 2009

Closing Date: Thursday, June 11, 2009

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
 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.