



**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 Health and Long-Term Care  
**Division:** Registration & Claims Branch  
**Position Title:** ADMINISTRATIVE SUPPORT CLERK  
**Duration:** 1 Permanent  
**Location:** 435 James Street South, Thunder Bay, P7E 6T1, North Region (Restricted to OPS employees living or working within 125 kms of Thunder Bay)  
**Compensation Group:** OPSEU  
**Salary:** \$19.94 - \$22.36 (MplusM) per hour\*  
**Position Status:** Restricted  
**Job Code:** 06OAD - Office Administration 06  
**Schedule:** 3.7  
**Category:** Administrative and Support Services  
**Job ID:** 17800

Are you an energetic and team oriented administrative professional looking for a challenging opportunity to apply your diverse skills in a dynamic environment? If so, then consider joining the Ministry of Health and Long-Term Care, registrations and claims branch to provide regional and site staff with administrative support services. You will process mail and courier packages, order, receive and maintain supplies as well as reconcile purchases according to ministry guidelines and perform basic equipment maintenance. You will also maintain confidential files, edit, track, batch and key information as well as interact with staff and clients.

**Qualifications:** demonstrated experience processing incoming and outgoing mail and courier; knowledge of relevant Canada Post and courier regulations and guidelines, and courier distribution procedures; proven analytical and research skills; arithmetic skills to complete production reports; proven verbal and written communication skills to respond to inquiries from clients and compose emails and prepare letters; knowledge of records management and retention as well as proven ability to accurately maintain filing systems; computer skills and demonstrated experience using software applications such as word processing, databases, email, and internet; knowledge of stockroom procedures and ability to lift, move, and deliver packages of various sizes; ability to work in a team, sharing decision making to organize and prioritize production tasks; demonstrated experience using and maintaining office equipment.

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 include a police records check.

**Posting Date:** Monday, May 04, 2009

**Closing Date:** Tuesday, May 19, 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 that the salary listed includes the maximum plus merit, in accordance with the OPSEU Collective Agreement.