



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 Northern Development and Mines
Division: Strategic Development Branch
Position Title: ADMINISTRATIVE ASSISTANT
Duration: 1 Permanent
Location: 435 South James Street, Suite 332, Thunder Bay, P7E 6S7, North Region
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour*
Position Status: Open
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 16486

Are you looking for a challenging opportunity to work for an organization where the contribution and innovation of its staff is encouraged and rewarded? Are you an independent, enthusiastic individual looking for a challenging opportunity to use your strong organizational and office administration skills?

If so, consider this opportunity where you will provide administrative, clerical and financial support to the Trade, Investment and Strategic Sectors Unit, Strategic Development Branch of the Ministry of Northern Development and Mines. You will be responsible for producing a variety of documents, such as reports, letters, forms, and presentations as well as maintaining the unit's manual and electronic filing system, providing travel, meeting, and conference arrangements, and processing incoming and outgoing correspondence. In addition, you will perform various financial, purchasing, and revenue tasks, such as receiving, receipting and reconciling accounts, preparing and reviewing monthly and quarterly reports, submitting budget summaries, and identifying variances in planned expenditures. Maintaining office supplies, organizing and maintaining staff schedules, as well as liaising with staff on a variety of matters will also be components of this role.

Qualifications: knowledge of office procedures, practices, and protocols to monitor expenditures, create and maintain filing systems, and receive and distribute mail; proficiency with computers and software applications, including word processing, spreadsheet, database, presentation, and electronic mail, as well as knowledge of office equipment, such as printers, photocopiers, and facsimiles; analytical and problem-solving skills, as well as judgement, reasoning, and political acuity to determine the urgency of matters and the sensitivity of materials; communication and interpersonal skills, as well as tact to respond effectively to clients, prepare correspondence, and discuss administrative issues with appropriate contacts; planning and coordinating skills to organize own workload to meet conflicting priorities.

Posting Date: Monday, April 20, 2009

Closing Date: Monday, May 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
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.