



NOTICE: The OPS Careers job alert service has been restored; to sign-up for job posting notifications through the OPS Careers job alert service please access the [job alert subscription page](#).

Job Ad

Ministry: Ministry of Natural Resources
Division: Fire Services Division
Position Title: LOGISTICS CENTRE CLERK
Duration: 1 Permanent
Location: 1580 West Arthur Street, Thunder Bay, P7K 1A6, North Region
Compensation Group: OPSEU
Salary: \$21.59 - \$24.34 per hour*
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 20523

Are you a highly organized individual? If so, consider joining the Ministry of Natural Resources where you will provide financial, administrative and clerical support to the Provincial Logistics Centre team. As the Logistics Centre clerk, you will prepare budget summaries and documentation, process invoices and expenses, coordinate travel and meeting arrangements, and provide fleet management services. You will also provide human resources administrative support by preparing documentation, tracking personnel information, preparing timesheets and responding to staff inquiries. Additionally, you will provide group leadership and training to seasonal and summer staff, and provide customer and front counter service to internal and external clients.

Qualifications: demonstrated knowledge of financial policies and processes to support revenue receiving, accounts payable, supply/fleet management, procurement, and contract administration; familiarity with fire services program and logistics; demonstrated analytical, problem-solving, negotiating, priority-setting, planning and coordinating skills; proven group leadership, interpersonal and communication skills; knowledge of and ability to use fully programmable word-processing, spreadsheets, database, presentation and internet/e-mail; knowledge of human resources, payroll, and benefits document processing and related legislation, policies and procedures; a valid Restricted Radio-Telephone Operators Certificate or the ability to obtain a certificate.

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: Wednesday, August 26, 2009

Closing Date: Thursday, September 10, 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.