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## Job Ad

**Ministry:** Ministry of Tourism  
**Division:** Fort William Historical Park  
**Position Title:** Business Services Assistant - Human Resources  
**Duration:** 1 Permanent  
**Location:** 1350 King Road, Thunder Bay, P7K 1L7, North Region  
**Compensation Group:** OPSEU  
**Salary:** \$21.59 - \$24.34 per hour\*  
**Position Status:** Open  
**Job Code:** 08OAD - Office Administration 08  
**Schedule:** 3.7  
**Category:** Administrative and Support Services  
**Job ID:** 19754

A unique environment, a fun team, and a job that makes a difference - does this sound like something you want to be a part of?

The Ministry of Tourism is looking for a well-organized individual to provide human resources support and administrative services to the staff of Fort William Historical Park (FWHP). You will be responsible for preparing and processing human resources documents, coordinating paper flow, and tracking attendance and merits. You will also assist with the staffing process, update electronic and hardcopy files, and prepare reports and presentation materials. Providing customer service to staff and visitors who wish to use the FWHP resource library of historical and archival materials, and providing technical direction and training to seasonal staff will also be components of this role.

**Qualifications:** demonstrated knowledge of human resources and administrative practices, procedures and processes to prepare and process human resources related documents, and track payroll and attendance information; ability to provide library circulation and documentation services; proven administrative support and customer service skills; communication, interpersonal, and organizational skills as well as attention to detail to explain procedures to management and to staff, to compose correspondence, and to prioritize multiple work tasks; technical proficiency in word processing, spreadsheet, presentation, and database applications.

**Posting Date:** Friday, August 14, 2009

**Closing Date:** Friday, August 28, 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.