



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 Transportation
Division: Regional Fleet Services Office
Position Title: FLEET ADMINISTRATION CLERK
Duration: 1 Permanent
Location: 623 S James Street, Thunder Bay, P7E 6P6, North Region (Restricted to OPS employees living or working within 125 kms of work location)
Compensation Group: OPSEU
Salary: \$21.22 - \$23.92 (MplusM) per hour*
Position Status: Restricted
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 16686

Are you a detail-oriented individual with a strong numerical aptitude? If so, then the Fleet Services Office within the Ministry of Transportation is looking for you!

In this role, you will be responsible for providing financial, administrative and clerical services to the Regional Fleet staff. Utilizing spreadsheets and databases, you will summarize activities, maintain accurate inventories, vehicle and rental service information, as well as enter, review, and calculate numerical information. Creating electronic materials, such as e-mails, faxes, presentations, and general correspondence, entering, auditing and reconciling invoices and credit card transactions, and maintaining and updating files, will also be components of this position. In addition, you will provide reception services, including responding to general inquiries and various internal or external personnel, either by telephone, e-mail or in-person, and directing clients to the appropriate office or staff member.

Qualifications: demonstrated organization, coordination and attention to detail skills, as well as the ability to work independently and within strict deadlines; demonstrated experience using computers and software applications, such as word processing, spreadsheet and database programs, to create, edit, manipulate documents, and enter and review data; communication and interpersonal skills, as well as tact and diplomacy.

Posting Date: Wednesday, April 08, 2009

Closing Date: Friday, April 24, 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.