



Job Ad

Organization:	Various Ministries
Division:	Various Divisions/Branches
Position Title:	Student - Office Administrator, Legal Administrator
Job Term:	8 Temporary 7-8weeks
Location:	Thunder Bay, Gore Bay, North Bay, Parry Sound, Sault Ste Marie, South Porcupine
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$10.25 - \$10.25 per hour*
Posting Status:	Open
Job Code:	Student 1 - Student Level 1
Schedule:	12
Category:	Student Summer Employment Opportunities
Job ID:	36103

Are you serious about making your mark, getting hands-on work experience and learning more about careers in the Ontario Public Service? Summer Employment Opportunities are available for students in a wide variety of locations across the province. There are tips on how to prepare your resume for a summer student position - use the 'Summer Employment Opportunities' link in the 'how to apply' section below.

This job posting represents several positions. Review the duties and qualifications along with the number of positions and locations available and use the pre-screening questions to select your preference for specific position(s) and location(s). The questions will appear after selecting 'apply online' link.

The following student positions are available in these locations:

Gore Bay - One (1) Office Administrator
North Bay - One (1) Office Administrator
Parry Sound - One (1) Office Administrator
Sault Ste Marie - Two (2) Office Administrator
South Porcupine - One (1) Legal Administrator
Thunder Bay - One (1) Office Administrator, One (1) Legal Administrator

Please note that these positions require students to be between 15 to 24 years old (up to 29 for person with a disability) on the first day of employment.

Student - Office Administrator

Prepare and file correspondence, perform data entry and word processing functions, prepare documents and manage schedules
Plan, organize, coordinate and manage daily assigned work
Support a team on a range of administrative activities
Provide customer service assistance by performing reception duties and responding to public and/or internal inquiries

Student - Legal Administrator

Prepare and file correspondence, perform data entry and word processing functions, prepare documents and manage schedules
Plan, organize, coordinate and manage daily assigned work
Support a team on a range of administrative activities
Provide customer service assistance by performing reception duties and responding to public and/or internal inquiries
Prepare a wide variety of legal documents

What we are looking for: .

Student - Office Administrator

You apply your written communication skills to prepare a variety of documents (e.g. reports, document findings, record data)

You apply your customer service skills to perform reception duties, respond to phone, email, and in-person inquiries and provide information to internal clients and/or public
You apply your interpersonal skills to work collaboratively within a multi-disciplinary team
You apply your experience using Microsoft Office product suite, such as word processing (Word), spreadsheets (Excel), databases; email and internet to conduct research and prepare a variety of documents
You use office equipment such as photocopier, fax machine, scanner to complete administrative tasks
You apply your experience using electronic file management systems
You apply your planning and organizational skills to collect, organize, review and verify information/data through review of files, reports, and other means
You work independently or as part of a team; you plan, organize and prioritize your work to meet competing deadlines

Student - Legal Administrator

You apply your written communication skills to prepare a variety of documents (e.g. reports, document findings, record data)
You apply your customer service skills to perform reception duties, respond to phone, email, and in-person inquiries and provide information to internal clients and/or public
You apply your interpersonal skills to work collaboratively within a multi-disciplinary team
You apply your experience using Microsoft Office product suite, such as word processing (Word), spreadsheets (Excel), databases; email and internet to conduct research and prepare a variety of documents
You use office equipment such as photocopier, fax machine, scanner to complete administrative tasks
You apply your experience using electronic file management systems
You apply your planning and organizational skills to collect, organize, review and verify information/data through review of files, reports, and other means
You apply your judgement, discretion and sensitivity skills when working with confidential information
You work independently or as part of a team; you plan, organize and prioritize your work to meet competing deadlines

Posting Date: Monday, April 11, 2011

Closing Date: Monday, April 18, 2011 11:59 pm EST

How to apply:

1. You must **apply online**.
2. You must demonstrate how you meet the eligibility criteria, skills and experience we are looking for clearly, completely and concisely. We rely on the information you provide to us.
3. Some positions are restricted to students 15-24 years of age (up to 29 years old if you are a person with a disability) on the first day of employment. Other positions are open to all students.
4. You must be a resident of Ontario.
5. You must be eligible to work in Canada.
6. You must be currently enrolled in a secondary or post secondary school, or have completed all academic requirements for graduation within 6 months prior to May 2011.
7. You must upload your cover letter and resume in one file in any of the following formats: PDF, WORD, plain or rich-text format (.pdf, .doc, .docx, .txt and .rtf).
8. If you have a disability and require accommodation to apply, or to complete this application form, please contact us at **SEO@ontario.ca**.

Remember: The deadline to apply is Monday, April 18, 2011 11:59 pm EST.
Late applications will not be accepted.

Note: We thank you for your interest; however, we will contact you only if we choose you for further screening or an interview.

Check out the Youth website to learn more about **[Summer Employment Opportunities](#)**.

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**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**

*Indicates the salary listed as per the OPSEU Collective Agreement.