



Job Ad

Organization:	Ministry of Government Services
Division:	Thunder Bay Production and Verification Services Branch
Position Title:	ADMINISTRATIVE ASSISTANT
Job Term:	1 Temporary assignment/contract up to 6 months with possibility of extension.
Location:	189 Red River Rd, 3rd Floor, Thunder Bay, P7B 6L8, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$22.46 - \$25.33 per hour*
Posting Status:	Restricted to OPS employees living or working within 125 Km of the work location
Job Code:	08OAD - Office Administration 08
Schedule:	3.7
Category:	Administrative and Support Services
Job ID:	35796

Are you an energetic and highly-organized individual with demonstrated administrative skills? If so, then consider this opportunity with the Ministry of Government Services.

As an Administrative Assistant you will:

- maintain workforce information by managing employee data form processing, personnel files, grievances files and pay and benefits information
- prepare shift differentials reports, overtime reports, absenteeism reports, pay changes, and shift roster
- support recruitment activities locally by proctoring testing for competitions and preparing documentation

What we are looking for:

Administrative knowledge:

- proven knowledge and experience in providing administrative support and human resources administration
- demonstrated organizational management knowledge
- knowledge of computer software including word processing, spreadsheets, presentation, and email

Skills:

- ability to work with minimum supervision and pay close attention to detail
- strong organizational, prioritization and judgement skills
- ability to handle confidential and sensitive information
- demonstrated communication and interpersonal skills
- ability to interpret apply relevant policies and procedures

Note: Prior to the offer of employment, in accordance with the OPS Personnel Screening Checks Policy, the top applicant(s) will be required to undergo personnel screening checks, which includes a police record check.

Online applications to restricted competitions are not accessible from your home computer; to apply to a restricted competition, please utilize an OPS computer terminal. Late applications will not be accepted.

Posting Date: Monday, April 11, 2011

Closing Date: Wednesday, April 27, 2011 11:59 pm EST

How to apply:

1. You must **apply online** from an OPS computer. You will not be able to apply from your home

- computer.
2. You must show how you meet what we are looking for clearly, completely and concisely. We rely on the information you provide to us.
 3. Read the **job specification** to make sure you understand this job.
 4. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
 5. If you require a disability related accommodation in order to participate in the recruitment process, please **Contact Us** to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Remember: The deadline to apply is Wednesday, April 27, 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.

**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.