



Job Ad

Organization:	Ministry of Northern Development, Mines and Forestry
Division:	Ring of Fire Secretariat
Position Title:	ADMINISTRATIVE ASSISTANT
Job Term:	1 Permanent
Location:	435 James Street South, Thunder Bay, P7E 6S7, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$24.64 - \$28.12 per hour*
Posting Status:	Open
Job Code:	10OAD - Office Administration 10
Schedule:	3
Category:	Administrative and Support Services
Job ID:	34184

Here is an excellent opportunity to build on your exceptional executive level administrative skills. Reporting to the Director, Aboriginal Community and Stakeholder Relations in the Ring of Fire Secretariat as well as to the Director of the Executive Projects Office in the Mines and Minerals Division, and when required to the Assistant Deputy Minister of the Secretariat.

In this fast-paced team environment, where tasks are often complex, high priority and sensitive, you will:

- provide administrative services and support to ministry senior officials and staff
- prepare and coordinate confidential correspondence and reports
- organize and coordinate meeting arrangements and maintain calendars
- review correspondence and ensure prompt action
- maintain a confidential filing system
- take minutes at branch meetings
- assist with coordination and administration of budgets
- provide outstanding customer service to clients

What we are looking for:

Administrative skills:

- You have demonstrated experience in providing administrative support at a senior level.
- You have knowledge of general office procedures, practices and methods.
- You have knowledge of financial processes including work planning, budget monitoring, tracking and reconciliation.
- You are proficient in operating office equipment and various software applications such as word processing, spreadsheets, presentation, e-mail, internet and databases.

Communication and people skills:

- You have demonstrated interpersonal skills including tact and diplomacy and ability to maintain confidentiality.
- You have excellent oral and written communication skills to liaise with clients and convey information or explanations.

Other important skills:

- You have well developed organizational, analytical, planning and coordinating skills.
- You have the ability to work under pressure to meet deadlines and handle a heavy workload.
- You have good judgment and problem solving skills and the ability to adapt to changing priorities.
- You are able to work independently with minimum supervision.

Posting Date: Tuesday, February 8, 2011

Closing Date: Wednesday, February 23, 2011 11:59 pm EST

How to apply:

1. You must **apply online**.
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 need help applying, contact the Northern Recruitment Centre at 1-866-333-8491.

Remember: The deadline to apply is Wednesday, February 23, 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.

N-ND-34184/11

**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.