



Job Ad

Organization:	Ministry of Transportation
Division:	Provincial Highways Management Branch
Position Title:	ADMINISTRATIVE ASSISTANT
Job Term:	1 Permanent
Location:	615 South James St, Thunder Bay, P7E 6P6, 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:	34224

Do you consider yourself an efficient, very organized and take charge self-starter who has a strong administrative background? If this sounds like you, consider joining the Ministry of Transportation's Engineering Office.

Your duties will include:

- answering and directing telephone inquiries
- receiving visitors
- maintaining appointment calendars
- Coordinating and scheduling activities
- Reviewing and directing incoming correspondence
- Maintaining files and recording information
- Prepare and draft correspondence, reports and presentations
- Perform various clerical and administrative tasks in support of the office

What we are looking for:

Office administration knowledge:

- knowledge of administrative office procedures
- routing correspondence, processing various documents and reports
- electronic and manual filing structures

Analytical skills:

- judgement and decision-making skills to handle sensitive or confidential information
- ability to resolve administrative issues

Organizational Skills:

- organizational, and reasoning skills to determine priorities
- time management skills to meet deadlines and work with minimal supervision

Communication skills:

- proven interpersonal, communication and customer service skills to respond to inquiries
- exceptional writing skills to prepare correspondence, reports and presentations
- demonstrated ability to compose and proofread documents

Financial skills:

- arithmetic skills
- ability to assist in budget forecasting
- ability to review and process financial documents

Technical skills:

- proficiency with computers and various programs

- ability to use office equipment (i.e. photocopiers, fax machines, and telephones)

Posting Date: Tuesday, February 8, 2011

Closing Date: Wednesday, February 23, 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 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-MT-34224/11

**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.