



Job Ad

Organization:	Ministry of Transportation
Division:	Operations
Position Title:	ADMINISTRATIVE ASSISTANT
Job Term:	1 Permanent
Location:	615 S James Street, Thunder Bay, P7E 6P6, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$22.46 - \$25.33 per hour*
Posting Status:	Restricted
Job Code:	08OAD - Office Administration 08
Schedule:	3.7
Category:	Administrative and Support Services
Job ID:	36908

The Ministry of Transportation has a new opportunity for you to showcase your administrative, secretarial and clerical experience.

In this role, you will:

- prepare correspondence, memos, spreadsheets, briefing notes and presentations
- perform data entry and analysis
- provide administrative support by preparing invoices and timesheets, organizing events and ordering supplies
- maintain filing systems, send/receive mail and process documents
- greet visitors and provide customer service

What we are looking for:

Administrative expertise:

- knowledge of administrative/office procedures
- knowledge of correspondence routing, document processing and information management guidelines
- knowledge of service quality standards and program area business to respond to general inquiries, redirect inquiries and gather and prepare information for response/reports

Technical skills:

- ability to use computer programs and software applications such as word processing, spreadsheets, presentations, and e-mail
- ability to use financial programs and process/review financial reports
- ability to use office equipment to photocopy, transmit material and perform/arrange routine maintenance

Interpersonal skills:

- proven planning and organizing skills to coordinate meetings and events and determine priorities
- demonstrated communication and customer service skills
- ability to work independently, complete tasks in a timely manner, assess confidentiality and analyze information

Posting Date: Thursday, June 30, 2011

Closing Date: Friday, July 15, 2011 11:59 pm EDT

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 Friday, July 15, 2011 11:59 pm EDT.
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-36908/11

**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.