



Job Ad

Organization: Ministry of Northern Development, Mines and Forestry
Division: Regional Economic Development Branch - Thunder Bay Area Team
Position Title: ADMINISTRATIVE ASSISTANT
Job Term: 1 Permanent
Location: Suite 332, 435 South James Street, Thunder Bay, P7E 6S7, North Region
Compensation Group: Ontario Public Service Employees Union
Salary: \$22.46 - \$25.33 per hour*
Posting Status: Open
Job Code: 08OAD - Office Administration 08
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 34842

If you are exceptionally well organized, thrive in a fast-paced environment and have a strong administrative, clerical and financial background, this opportunity will peak your interest!

Joining our dynamic team in Thunder Bay, you will:

- provide administrative and clerical support services to various programs such as the Northern Ontario Heritage Fund Corporation, Summer Jobs Service, Local Service Boards and Small Business Enterprise Centres
- perform a variety of financial, revenue and reconciliation tasks
- provide customer service to internal and external clients
- coordinate meeting arrangements, maintain staff schedules and filing systems
- handle all incoming and outgoing mail and order office supplies
- provide group leadership to temporary, seasonal and summer staff

What we are looking for:

Administrative, clerical and financial support:

- You have excellent administrative and clerical skills as well as experience working with office procedures and practices.
- You have experience making sure that office equipment such as printers, fax machines and photocopiers operate efficiently and are routinely maintained.
- You are proficient with computers and computer software such as word processing, spreadsheets, powerpoint, databases and email.
- You have basic accounting and arithmetic skills and experience with budget administration.

Communication and interpersonal skills:

- You have good communication, interpersonal and customer service skills.

Other important skills:

- You have strong organization, planning and coordination skills.
- You have good judgement, decision making, problem solving and reasoning skills.
- You have group leadership skills to direct seasonal/summer staff.

Posting Date: Tuesday, March 8, 2011

Closing Date: Tuesday, March 22, 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 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 Tuesday, March 22, 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.