



Job Ad

Organization:	Ministry of Natural Resources
Division:	Northwest Science and Information Branch
Position Title:	Administrative Assistant
Job Term:	1 Temporary assignment/contract up to 6 months with possibility of extension
Location:	435 James Street South, Thunder Bay, P7E 4H1, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$22.46 - \$25.33 per hour*
Posting Status:	Open Targeted
Job Code:	08OAD - Office Administration 08
Schedule:	3.7
Category:	Administrative and Support Services
Job ID:	35757

Do you have experience in office administration and enjoy working in a team environment ? If so, consider this challenging opportunity with the Ministry of Natural Resources.

In this role, you will:

- coordinate budgetary, financial and revenue activities
- provide administrative, clerical and team program support

What we are looking for:

Technical knowledge:

- demonstrated knowledge of general office administration procedures and practices associated with administrative, financial and office management
- knowledge of documentation retention schedules and file management procedures

Computer skills:

- knowledge of commercial and corporate software programs (e.g. word processing, database, electronic mail, internet, spreadsheet, financial and applications)
- ability to produce accurate keyboarding results

Communication skills:

- proven ability to greet and deal with clients/general public using tact and diplomacy
- ability to prepare reports and presentations
- strong communication skills to compose and proofread general correspondence and meeting minutes

Analytical, evaluative and planning skills:

- proven analytical and evaluative skills to determine nature of inquiries/discrepancies and how to respond
- demonstrated planning skills to make arrangements for meetings/workshops and to organize own workload to ensure completion within established time frames

General skills and knowledge:

- knowledge of office equipment operating procedures (photocopier, fax, postage meter, printers)
- knowledge of client service practices, telephone operation and etiquette
- mathematical skills to account for cash float, team expenditures, purchasing supplies and inputting financial data

Posting Date: Wednesday, May 4, 2011

Closing Date: Wednesday, May 18, 2011 11:59 pm EST

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
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, May 18, 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.