



Job Ad

Organization:	Ministry of Community Safety and Correctional Services
Division:	Office of the Chief Coroner
Position Title:	ADMINISTRATIVE COORDINATOR
Job Term:	1 Permanent
Location:	189 Red River Road, 4th floor, Thunder Bay, P7B 6G9, North Region
Compensation Group:	Ontario Public Service Employees Union
Salary:	\$24.64 - \$28.12 per hour*
Posting Status:	Restricted to OPS employees living or working within 125 Km of the work location
Job Code:	10OAD - Office Administration 10
Schedule:	3
Category:	Administrative and Support Services
Job ID:	36594

If you are an individual with a strong office administrative background and excellent organizational ability, we'd like to hear from you.

In this role, you will provide executive administrative services to the Regional Supervising Coroner at the Regional Supervising Coroner's Office, North Region, Thunder Bay Office.

You will perform duties such as:

- typing reports and Warrants
- composing correspondence
- responding to verbal and written inquiries
- maintaining case file information
- coding coroner's cases for future reference and statistical purposes
- arranging meetings
- processing invoices

What we are looking for:

Office administrative skills

- You have experience coordinating meetings, managing correspondence, processing mail and expense claims and maintaining filing systems.
- You have excellent typing, dictaphone transcription and proofreading skills.

Computer skills

- You have proficiency with word processing, graphics, spreadsheet and database software.
- You have proven ability to prepare reports, correspondence, presentations, charts and tables.

Organizational and time management skills

- You have ability to determine urgency and set priorities amongst conflicting demands.

Communication and interpersonal skills

- You have ability to respond to inquiries verbally and in writing.
- You have ability to use patience, empathy and tact when communicating with bereaved individuals.

Judgement and analytical skills

- You have ability to assess often sensitive and highly confidential matters.
- You have ability to exercise tact and discretion when determining appropriate responses to inquiries.

The successful candidate will be required to consent to and successfully pass a search by the Ontario Provincial Police, through the Canadian Police Information Centre (CPIC).

Posting Date: Thursday, May 5, 2011

Closing Date: Thursday, May 19, 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 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 Thursday, May 19, 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-SL-36594/11

**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.