



Job Ad

Organization: Ministry of Transportation
Division: Provincial Highways Management - North West Region
Position Title: BUSINESS SUPPORT ANALYST
Job Term: 1 Permanent
Location: 615 James Street South, Thunder Bay, P&E6P6, North Region
Compensation Group: Association of Management, Administrative and Professional Crown Employees of Ontario
Salary: \$51,697.00 - \$63,019.00 per annum
Posting Status: Open Targeted
Job Code: 14AGA - General Admin Ama Unit 14AGA
Schedule: 6
Category: Administrative and Support Services
Job ID: 35337

Bring your abilities in providing outstanding support to a new level with our regional management team. Your administrative and consultative skills will be used in a team environment helping to ensure the success of the branch.

As a highly motivated professional, you will:

- provide administrative and consultative services to regional management
- coordinate and provide input to the development of business process activities
- coordinate and provide input to the development of staffing strategies and documentation
- provide advice and guidance to staff and management on the application of administrative policies and procedures

What we are looking for:

Policies and Process:

- You have the ability to interpret administrative policies, procedures, guidelines and standards
- You have knowledge of staffing policies and practices
- You have knowledge of facilities, accommodations, information technology and safety and security practices and processes

Applied Skills:

- You have excellent analytical and conceptual skills
- You have strong judgment and decision-making skills
- You are organized and are able to set and change work priorities in a fast paced environment
- You have exceptional communication and interpersonal skills to lead, coordinate and make recommendations to various administrative processes

Computer Skills:

- You are proficient with a variety of software packages (e.g., Word, Excel, PowerPoint, Access, Outlook)
- You have a good understanding of information management to oversee various operational inventories

Please note: Online applications to restricted competitions are not accessible from your home computer; to apply to a restricted competition, please utilize an OPS computer terminal.

Posting Date: Monday, May 9, 2011

Closing Date: Tuesday, May 24, 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 Tuesday, May 24, 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-35337/11

**The Ontario Public Service is an equal opportunity employer.
We will accommodate your needs under the Ontario Human Rights Code.**