



Job Ad

Organization: Ministry of Transportation
Division: Northwest Region - Business Support Services
Position Title: MAILROOM/RECEPTION CLERK
Job Term: 1 Temporary assignment/contract for up to 6 months
Location: 615 James Steet South, Thunder Bay, P7E 6P6, North Region
Compensation Group: Ontario Public Service Employees Union
Salary: \$20.13 - \$22.58 per hour*
Posting Status: Open Targeted
Job Code: 04OAD - Office Administration 04
Schedule: 3.7
Category: Administrative and Support Services
Job ID: 38687

Your ability to work in a secure, fast-paced environment and meet strict deadlines will be a great match to this position in the Business Support Services Branch with the Ministry of Transportation.

In this role you will:

- provide reception services to all visitors
- grant access to the building and direct visitors to other government services or offices
- operate the Public Address (PA) system
- respond to general inquiries
- operate electronic switchboard
- promptly answer all calls and redirect/transfer clients/customers
- take messages
- maintain regional phone lists
- provide mail services
- forward cheques to appropriate area
- provide routine administrative support to the branch

What we are looking for:

Mail and switchboard management knowledge:

- knowledge of administrative and mail distribution systems and practices
- experience using a variety of material handling equipment
- knowledge of postal/courier requirements and rates
- knowledge of switchboard and reception services and standards
- knowledge of computer software such as word-processing and spreadsheet software, Internet and web based mail tracking systems
- knowledge of general filing and sorting

Analytical and communication skills:

- ability to analyze, evaluate and maintain an organized work space
- demonstrated ability to follow-up on issues, direct clients and inquiries and the ability to identify discrepancies
- proven communication skills to provide tactful, courteous and prompt service

Posting Date: Tuesday, August 30, 2011

Closing Date: Wednesday, September 14, 2011 11:59 pm EDT

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, September 14, 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.

**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.