

Administrative Assistant

Are you a well-organized administrative professional who takes pride in providing a high-level of clerical, administrative and project support services? If so, then consider this exciting opportunity with the Program Policy Implementation Branch of the Ministry of Community and Social Services.

What can I expect to do in this role?

In this role, you will:

- work as part of a team to provide a variety of administrative and clerical support to the Director, Manager and unit staff
- prepare a variety of correspondence and other documentation
- establish and maintain a computerized and manual filing system
- record, track and update electronic databases and monitor and ensure deadlines are met
- respond to general inquiries

Location: Toronto

How do I qualify?

Analytical and Organizational Skills

- You have proven reasoning skills to determine appropriate action for sensitive inquiries and to administer and prioritize the Manager's and/or Director's calendar
- You have demonstrated organizational skills to compile information for meetings, prepare minutes, correspondence and presentations and coordinate events, workload, scheduling of meetings and filing of information
- You have the ability to support projects, prepare and format project documents and update project plans

Communication and Interpersonal Skills

- You have well-developed oral communication and customer service skills to respond to unit enquiries, redirect callers, and to convey information to other offices
- You have proven written communication skills to compose and proofread correspondence, speeches and reports
- You have demonstrated interpersonal skills to provide effective in-person and telephone information services with diplomacy and tact

Computer and Financial Skills

- You have demonstrated computer skills in word processing, presentation, project management, spreadsheet and database software, and other software applications
- You have knowledge of the operation of office equipment such as photocopier, facsimile and printer
- You have proven mathematics skills to check invoices, reconcile expenditures and prepare expense claims
- You have the ability to follow purchasing procedures for requisitioning and purchasing supplies

Office Skills and Knowledge

- You have the ability to interpret and apply relevant administrative manuals, policies and procedures and internal office standards
- You can perform a variety of administrative duties such as maintaining unit files, greeting visitors, taking and relaying messages and preparing, formatting and editing a variety of correspondence and other documentation

Salary Range: \$22.76 - \$26.46 per hour

Additional information:

- 1 Temporary, duration up to 12 months (with possibility of extension), 80 Grosvenor St, Toronto, Toronto Region

Please apply online, only, **Thursday, June 8, 2017**, by visiting www.ontario.ca/careers and

entering **Job ID 107881** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at www.gojobs.gov.on.ca/ContactUs.aspx to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

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