

Branch Administrative Coordinator

Here is an opportunity to showcase your executive level administrative skills!

In this dynamic and multi-faceted position with the Ministry of Agriculture, Food and Rural Affairs, you will provide a range of coordination and administrative support services to the Director and staff of the Research and Innovation Branch.

What can I expect to do in this role?

- provide a variety of executive and administrative support services to the Director (e.g. scheduling appointments, gathering background information for meetings, flagging priority items, tracking correspondence and approvals, ordering supplies and equipment, proofreading materials)
- serve as a liaison with senior management offices and other areas of the ministry
- track a wide range of deliverables for the branch
- participate in branch planning activities, priority setting and team meetings
- monitor and track branch finances, assets, etc.
- coordinate branch travel expense claims

Location: Guelph

How do I qualify?

Administrative and organizational skills:

- You have experience providing secretarial and administrative support to an executive office.
- You have organizational skills and ability to work on your own initiative with minimal supervision to complete multiple tasks within tight time frames.
- You are able to track and coordinate a high volume of active files in a complex and fluid environment.
- You have financial administration skills to process expense claims, purchase supplies, etc.

Communication and interpersonal skills:

- You have interpersonal, communication and customer service skills to interact with all levels of the organization and prepare a variety of documents.

Decision making skills:

- You have analytical and problem solving skills to resolve various operational issues and determine priorities.
- You have judgment and evaluative skills to make decisions and handle confidential matters with discretion.

Computer skills:

- You are proficient with common office software to produce a variety of letters, reports, spreadsheets and presentation materials.

Salary Range: \$24.96 - \$29.38 per

Additional Information:

- 1 Permanent, 1 Stone Rd W, Guelph, West Region

Please apply online, only, by **Friday, March 17, 2017**, by visiting www.ontario.ca/careers and entering **Job ID 105050** 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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