

Parks Zone Administrative Assistant

Are you looking for a role where you will work as part of a great team, but also allows you to work independently? Do you enjoy working in the field of administrative support services?

If so, consider this permanent position with Ontario Parks in the North East Parks Zone (NEZ) office.

What can I expect to do in this role?

In this role, you will:

- conduct a variety of administrative and financial reconciliation tasks
- respond to all NEZ inquiries directed to Ontario Parks via the website, general written inquiries as well as via the telephone
- assist in the preparation of correspondence, briefing notes and presentations
- update and manipulate data in various databases, reports and spreadsheets
- input pay and benefit data and information
- maintain electronic file management plan and manual filing systems
- maintain appointment schedules and calendars
- book travel and accommodations
- arrange and setup meetings, interviews and events
- purchase office supplies and bulk orders for parks, reconcile invoices

Location: Sudbury

How do I qualify?

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- You possess oral French language skills at the advanced level.

Administrative expertise:

- You possess knowledge of administrative support practices, procedures and records management systems to maintain and coordinate an efficient office environment.
- You are able to apply and interpret various policies, legislation, and directives to aid in providing administrative, financial and human resources support to the team.
- You possess arithmetic skills to process invoices, requisitions, conduct reconciliations and calculate pay and hours of work for staff.

People skills:

- You possess group leadership skills
- You have interpersonal skills and ability to demonstrate tact and discretion when interacting with the public, both over the phone and through correspondence.
- You possess communication skills to prepare letters, reports and draft minutes and proofread for spelling and grammar, serve on committees, and support project work.

Reasoning, organizational and problem-solving skills:

- You possess the ability to determine priorities, organize work and meet deadlines.
- You have the ability to determine the urgency and best way to handle a task, situation or information request.
- You are skilled in providing coordination to schedule training sessions, and schedule equipment repairs coupled with an ability to keep track of staff schedules, process attendance and correctly apply benefit information.

Computer Skills:

- You are proficient with computers using various programs, word processing, databases, email and spreadsheet preparation.

Salary Range: \$23.10 - \$26.86 per hour

Additional information:

- 1 Bilingual Permanent, 199 Larch St, Sudbury, North Region

Note:

- [This ad is also available in French.](#)

Please apply online, only, by **Monday, August 7, 2017**, by visiting www.ontario.ca/careers and entering **Job ID 109828** 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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