

POSITION: **ADMINISTRATIVE
ASSISTANT/SECRETARY**

JOB POSTING #:

DEPARTMENT: Information Technology

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543054

POSTING STATUS: Regular Full-Time

POSITION #:

OF POSITIONS:

GRADE/CLASS: 0.11

SHIFT WORK REQ'D: No

SALARY RANGE: \$23.46 to \$27.60 per hour

HOURS PER WEEK: 33.75

DUTIES:

Reporting to the Executive Director of the Information Technology Department, performs secretarial and administrative duties for the department; transcribes, composes, and types correspondence using a personal computer; maintains all divisional files, processes mail; screens telephone inquiries and routes to appropriate area; monitors contracts, agreements and other Human Resources related issues; monitors and reconciles all telephone billings using a computerized spreadsheet system; maintains operational and capital leases for computer hardware, software, and services; maintains interdepartmental telephone directory and coordinates changes to the Bell Telephone directory; monitoring statistical reporting and reconciling all the unit's corporate credit cards; provides input to Technology Services regarding new software/hardware systems as a front line/hands-on user; provides Help desk support at least one hour each week during staff meetings and whenever deemed necessary by the Manager of Technology Infrastructure as well as back up support to the Technical Support Clerk; Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education from a Community College or University in Business or Office Administration or Ontario Ministry of Education equivalency.
- **OR** Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education Equivalency combined with 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over three (3) years senior level secretarial/administrative experience in a computerized office environment using the Microsoft Office Suite of Products.
- Must possess strong problem solving, and problem management skills as well as strong interpersonal ability. Initiative is required in adapting established methods and procedures to obtain the desired end result, and may be complicated by the need to consult and co-ordinate action plans.
- Must be proficient in prioritising and handling many concurrent tasks
- Must have exceptional conflict resolution abilities
- Must type a minimum of 40 words wpm
- Must have excellent written and verbal communication skills.
- Knowledge of Outlook will be considered an asset.

POSTING SPECIFICS:

Posting Period:

- **at 8:30 AM to at 4:30 PM**
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres.
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources June 18, 2010