

**POSITION: ADMINISTRATIVE ASSISTANT****JOB POSTING #:****DEPARTMENT:** Planning**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543101**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.12**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$24.31 to \$28.58 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Provides a full range of administrative duties to the City Planner and entire department including: Responsible for a high level of secretarial and support services; Liaise with other departments in the areas of human resources, payroll, accounts payable, customer service, council services, building & development, legal, facility operations, information technology, and the CAO's office; Responsible for tracking attendance and vacations, overtime, acting pay and maintenance of accurate records; Responsible for submitting weekly gross pay sheets; Prepare and process all business, travel and petty cash expenses; enter purchase order requisitions; Coordinates meetings, events, and schedules; Will be responsible for preparing invoices and accept payment for sale of documents and maps; Represent department on various committees; Serve as corporate training coordinator for the department; Maintain departmental filing system including confidential personnel files; Prepare confidential reports as well as agendas and minutes for meetings; Prepare, circulate and submit to LiveLink all CAO reports, Council reports and communications; Will prioritize multiple tasks and projects for completion within prescribed time frames; Responsible for assessing routine problems with administrative matters; Will be responsible for maintenance of office supply inventory; Will be responsible to update the department's web pages and eGuide telephone directory; Maintain amiable relations with the public, other service areas and fellow staff; Perform Occupational Health & Safety duties as outlined in the Corporate Health & Safety Program; Perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus a two (2) year Community College Diploma in Office Administration or Ontario Ministry of Education equivalencies
- Must have over three (3) years experience in a computerized office environment utilizing the Microsoft Suite of Products such as Outlook, Word, Excel, Powerpoint
- Must have a minimum typing speed of 55 w.p.m.
- Must be self motivated and a team player
- Must have excellent organizational and multi-tasking capabilities
- Must possess strong problem-solving skills
- Must have excellent written and verbal communication skills
- Must be capable of working with minimum supervision
- Knowledge and experience with Corporate human resources, payroll and financial systems will be considered a definite 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 on June 18, 2010