

POSITION: SECRETARY - SENIOR**JOB POSTING #:**

DEPARTMENT:	Engineering & Corporate Projects	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543147
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:	1	GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$20.99 to \$24.68 per hour
		HOURS PER WEEK:	33.75

DUTIES:

This position is responsible Manager of Administration, in combination with the Manager of Right-of-Way, to provide secretarial and administrative support functions for the Engineering and Corporate Projects Department of Public Works in the engineering division; preparing and processing items such as letters, memorandums, reports, forms, Council Reports, tender documents, etc.; drafts correspondence as required for the signature of engineering principals; arranges and coordinates meetings for the engineering staff; arranges hotel and travel reservations for engineering managers; responds to telephone inquiries or re-routes telephone and/or in person inquiries; maintains designated files. Must maintain amiable relations with co-workers and customers; Occupational Health and Safety duties as outlined in the Corporate Health and Safety program; performs other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products, particularly Word, Excel, and Outlook.
- Must have a minimum typing proficiency of 60 w.p.m.
- Must have good communication and organizational skills and the ability to work with minimal direction.
- Must have neat and legible penmanship.
- Knowledge of engineering terms would be considered an asset.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none">• At 8:30 AM to at 4:30 PM• APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none">• Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• In person to the Human Resources Department or one of the Customer Care Centres• By faxing your Job Transfer and resume to the Human Resources Department |
| Updated: | <ul style="list-style-type: none">• By Human Resources on June 18, 2010 |