

POSITION: ADMINISTRATIVE ASSISTANT**JOB POSTING #:****DEPARTMENT:** Housing & Children's Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543372**POSTING STATUS:** Regular Full-Time**POSITION #:** 4281**# OF POSITIONS:** 1**GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$24.36 to \$28.66 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reporting to the Executive Director, Housing & Children's Services within the Social & Health Services Area, will be responsible for providing secretarial and administrative support to the Executive Director, and undertakes all related clerical and administrative responsibilities to support the Social Housing Analyst and the Managers of Administration, Policy and Development. Maintains current information of the Housing Services Act and Regulations in addition to rules and policies related to Social Housing. Provide word processing and clerical services, maintain operational data base and electronic file systems, compile data, co-ordinate collection and preparation of financial information, maintain appointment calendars, liaise with other Service Manager offices and Ministry of Municipal Affairs and Housing, receive, read, sort and assess incoming correspondence, answer telephone calls, screen and redirect, respond to enquiries. Responsible for the tracking and inputting of attendance using PeopleSoft. Processes and inputs all Accounts payable vouchers. Responsible for all typing and distributing of Council Reports. Monitors Performance Appraisal system. Perform Occupational Health and Safety duties, as outlined in the Corporate Health & Safety program.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus (1) year post secondary education in Office Administration, Business Administration or related fields from a community college or University or Ontario Ministry of Education equivalencies;
- Must have over (1) year experience in an computerized office environment using Microsoft office suite of products including Windows, Word, Excel, Power Point and Outlook **OR**;
- Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency plus (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 knowledge of general accounting principles and excellent mathematical skills to compile and research information for subsidy cost distributions and standard, statistical and financial reports.
- Must possess excellent analytical skills to assess routine problems with administrative matters, determine suitable format and formalize material presentation with attention to detail and maintain accurate records.
- Must exercise independent judgment and excellent organizational and planning skills to identify urgent and conflicting matters coordinate meetings, conferences and schedules and prioritize multiple tasks and projects for completion within prescribed time frames.
- Must have excellent communication skills to prepare correspondence and appropriately respond to enquiries from the public, other employees, housing providers, government officials and other client groups and possess professional discretionary skills with ability to understand and deal with confidential matter.
- Past experience, knowledge or general understanding of Social Housing administrative activities, information sources, database systems and office procedures 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 on July 3, 2012