

**POSITION: ADMINISTRATIVE ASSISTANT**

**JOB POSTING #:**

<b>DEPARTMENT:</b>	Engineering	<b>UNION:</b>	543
<b>POSTING TYPE:</b>	Corporate	<b>JOB CODE:</b>	543408
<b>POSTING STATUS:</b>	Regular Full-Time	<b>POSITION #:</b>	
<b># OF POSITIONS:</b>	One (1)	<b>GRADE/CLASS:</b>	0.12
<b>SHIFT WORK REQ'D:</b>	No	<b>SALARY RANGE:</b>	\$25.25 to \$29.67 hourly
		<b>HOURS PER WEEK:</b>	33.75

**DUTIES:**

Reporting directly to the Senior Manager of Development and Geomatics and providing support to the full Corporate Projects team, will be responsible for a variety of high level secretarial and support services in a fast-paced environment. Will coordinate meetings and liaise with internal and external partners, customers, stakeholders, contractors, developers and agency representatives, including Federal and Provincial government, on department issues. Will accurately record and transcribe minutes of meetings with internal and external client groups, contractors and developers. Will accurately type correspondence, reports and miscellaneous data; ensure efficient dissemination and systematic follow up of information; will schedule and monitor the team's schedules; provide tactful screening and appropriate referral of telephone, e-mail or in-person inquiries/requests. Will ensure confidentiality of contract, project planning and personnel related issues as well as on-going department operations and will be responsible for dealing with human resources forms of the department. Will research policy and operational issues for the department and work with all staff to ensure that policies are streamlined. Will coordinate and maintain a system of project and operational file management for the department. Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary training in Office Administration from a Community College, or Ontario Ministry of Education equivalencies.
- OR Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency plus ten (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 experience working in a computerized office environment utilizing the Microsoft Suite of Products.
- Must have minimum typing proficiency of 60 w.p.m.
- Must have excellent interpersonal skills, as well as oral and written communication skills, and the ability to work with minimal direction.
- Must have excellent organizational and multi-tasking capabilities.
- Must have experience working with the Microsoft Suite of Products.
- Practical experience working with BASIS +, PowerPoint, PeopleSoft and MS Project will be considered an asset.

**POSTING SPECIFICS:**

- Posting Period:**
- at 8:30 AM to 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 March 1, 2012