

POSITION: ADMINISTRATIVE ASSISTANT**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543540**POSTING STATUS:** Regular Full-Time**POSITION #:** 00000427**# OF POSITIONS:** 1**GRADE/CLASS:** 0.11**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$23.88 to \$28.10 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Reports to the Executive Director Employment & Social Services. Responsible for providing confidential, administrative and clerical support, including all general office functions, i.e., typing, filing, photocopying, faxing, transcribing dictation. Recording and preparation of minutes, drafting internal and external correspondence, responding to telephone inquiries, sometimes dealing with difficult people; taking/screening Executive Director messages; arranging meetings, booking appointments; coordinating travel arrangements and reservations. Organize and maintain the Executive Director Bring Forward system and daily schedule. Responsible for maintaining confidentiality in various matters, including public complaints as to eligibility issues; Represents Executive Director in his/her absence for staff administrative matters. Maintains staffing and recruitment responsibilities for Ontario Works and Administration. Prepares and distributes monthly agenda for senior management meetings. Establishes and maintains files of a confidential nature, prepares and distributes confidential documents. Acts as Human Resources Liaison, including processing of various Human Resources forms and coordination of temporary job postings within the department. Maintains Ontario Works policies and directives on-line for use by all staff. Collaborates with Executive Director, Managers and Supervisors on issues respecting the Collective Agreement. Maintains schedule of employee sick leave, vacation, maintains back up/acting schedules for Executive Director/Managers/Supervisors, schedules and assigns first floor backup. Perform duties as Departmental Primary Contact person, which includes all tasks associated with employee acting and performing temporary assignment along with training programs. Performs 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, plus one (1) year post secondary education from a Community College in Office or Business Administration, or Ontario Ministry of Education equivalencies.
- Must have over one (1) year progressively responsible experience in a computerized office environment utilizing the Microsoft Office Suite of Products (Outlook, Word, Excel).
- Must possess excellent oral and written communication skills.
- Must have the ability to deal effectively with sensitive and/or confidential information.
- Must demonstrate strong organization and multi-tasking skills, with the ability to work in a fast-paced environment and meet legislated timelines.
- Must have ability to work effectively with minimal direction.
- Must have a minimum keyboarding speed of 60 w.p.m.
- Must have experience in a computerized office environment using office equipment (e.g. printers, faxes, copiers, audio/video, etc.)
- Knowledge and experience with Peoplesoft HRMS system would be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- 2011 at 8:30 AM to 2011 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