

Job Posting #:

Job Title: ADMINISTRATIVE ASSISTANT - 543012

Department: Planning & Building Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Chief Building Official, this position will be responsible for providing 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, taking/screening CBO's messages; arranging meetings, booking appointments; coordinating travel arrangements and reservations. Organize and maintain the CBO's Bring Forward system and daily schedule. Responsible for maintaining confidentiality in various matters, including property development; litigation cases, personnel records. Represents CBO in his/her absence for staff administrative matters. Maintains reservations for transportation, e.g., fleet vehicle. Prepares Council reports, and enters them into Corporate LiveLink system; circulates and tracks Council reports to meet agenda deadlines. 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. Collaborates with CBO, Managers and Supervisors on issues respecting the Collective Agreement. Maintains schedule of all employee performance evaluations. Performs duties of Absence Coordinator in accordance with corporate procedures, which includes all tasks related to employee's sick leave, vacation, leave of absences, and banked overtime. Performs duties of Departmental Primary Contact person, which includes all tasks associated with employee training programs. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma, plus two (2) years of post-secondary education from a Community College in Office or Business Administration, or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of progressively responsible experience in a computerized office environment utilizing the Microsoft Office Suite of Products (Outlook, Word, Excel);
- Must have a minimum keyboarding speed of 60 wpm;
- Must have experience in a computerized office environment using office equipment (e.g. printers, faxes, copiers, audio/video, etc.);
- 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 the ability to work effectively with minimal direction;
- Knowledge and experience with PeopleSoft HRMS system would be considered an asset;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a limited / sedentary level of work.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. 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

Update:

By Human Resources on February 1, 2017.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.