

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE ASSISTANT		
DEPARTMENT:	Planning & Building Services		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	33.75	JOB CODE:	543101
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.12

DUTIES:

Reporting to the City Planner / Executive Director of Planning & Building Services, this position will provide a full range of administrative duties including: Responsible for a high level of secretarial and support services; Liaise with other departments in the areas of human resources, payroll, accounts payable, customer service, council services, building & development, legal, facility operations, information technology, and the CAO's office; Responsible for tracking attendance and vacations, overtime, acting pay and maintenance of accurate records; Responsible for submitting weekly gross pay sheets; Prepare and process all business, travel and petty cash expenses; enter purchase order requisitions; Coordinates meetings, events, and schedules; Will be responsible for preparing invoices and accept payment for sale of documents and maps; Represent department on various committees; Serve as corporate training coordinator for the department; Maintain departmental filing system including confidential personnel files; Prepare confidential reports as well as agendas and minutes for meetings; Prepare, circulate and submit to LiveLink all CAO reports, Council reports and communications; Will prioritize multiple tasks and projects for completion within prescribed time frames; Responsible for assessing routine problems with administrative matters; Will be responsible for maintenance of office supply inventory; Will be responsible to update the department's web pages and eGuide telephone directory; Maintain amiable relations with the public, other service areas and fellow staff. 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 in Office Administration or Business from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over three (3) years of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Outlook, Word, Excel, PowerPoint;
- Must be self motivated and a team player;
- Must have excellent organizational and multi-tasking capabilities;
- Must possess strong problem-solving skills;
- Must have excellent written and verbal communication skills;
- Must be capable of working with minimum supervision;
- Knowledge and experience with Corporate Human Resources, payroll and financial systems will be considered a definite asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

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.