

**Job Posting #:**

**Job Title:** ADMINISTRATIVE ASSISTANT - 543540

**Department:** Employment & Social Services

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

**Work Location:** Various

**Position Status:**

**Rate of Pay:**

**Posting Period:**

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Executive Director of Employment & Social Services, this position will be 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. 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 one (1) year of post-secondary education from a Community College in Office or Business Administration or Ontario Ministry of Education equivalencies; OR
- Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency combined with 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 of progressively responsible experience in a computerized office environment utilizing the Microsoft Office Suite of Products (Outlook, Word and Excel);

- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- 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;
- Must have a minimum keyboarding speed of 60 wpm;
- Knowledge and experience with PeopleSoft HRMS system would be considered an asset;
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#### WORKING CONDITIONS:

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#### PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a 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.

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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.