

ADMINISTRATIVE ASSISTANT

FRENCH DESIGNATED (ENGLISH AND FRENCH)

Ministry of the Environment, Conservation and Parks
Drinking Water and Environmental Compliance Division
Ottawa
1 Permanent
08OAD - Office Administration 08
\$24.52 - \$28.51 Per Hour

Open Targeted

Come join the Ministry of the Environment, Conservation and Parks where you will utilize your excellent administrative and customer service skills to staff and management team, ensuring the efficient daily operation of the office.

Position functions within the Drinking Water and Environmental Compliance Division, East Region, which is responsible for protecting and supporting clean air, land and water, including safe drinking water, through provincial oversight and delivery of compliance and enforcement programs.

What can I expect to do in this role?

In this role, you will:

- provide administrative assistance and support to the management team and staff by: maintaining electronic calendars, coordinating and supporting meetings, multi-task tracking systems, asset management, fleet management, ITS services and field and office equipment maintenance;
- provide customer services support and represents the office by responding and referring general inquiries and processing all mail services;
- provide document processing services often of a confidential nature, track and action document flow and approvals;
- implement, maintain and update an electronic file classification system database and records management system used for tracking hard copy and electronic records;
- provide confidential human resources services (e.g. maintenance of human resources information and recruitment support);
- provide services in support of procurement, forecasting and monitoring of financial transactions;
- coordinate, research, retrieve and respond to Freedom of Information and Protection of Privacy Act (FIPPA) requests, using various software;
- cross-trains with other regional and branch Administrative Assistants to provide back-up administrative support

How do I qualify?

Mandatory

Job requires advanced oral French Language skills.

Technical Knowledge:

- you have knowledge of financial systems for the verification of reports, purchasing, researching and compiling of statistics for the preparation of operating budgets/forecasts;
- you have knowledge of office administration policies, procedures, guidelines and practices to provide administrative assistance and support services with limited direction;
- you have knowledge of relevant sections of FIPPA required to prepare fee estimates, ensure legislated time frames are met and coordinate FOI requests;
- you have knowledge of directives, guidelines, policies, procedures and practices relating to staffing and position administration to prepare various documents;
- you have knowledge of records management practices, procedures, filing systems and retention schedules

Communication, Interpersonal and Customer Service Skills:

- you can deal with all levels of staff and service providers, to answer telephones, greet visitors, respond to general program inquiries or transfer calls to appropriate staff;
- you can set up and coordinate small and large meetings/events and functions;
- you can compose routine letters such as acknowledgments from brief verbal or written instructions;
- you can proofread material to ensure accuracy in grammar, spelling, sentence structure and punctuation when typing letters, briefing notes, presentations, reports

Analytical, Problem-Solving and Organizational Skills:

- you can assess, identify and analyze the nature of inquiries;
- you can conduct searches and compile information;
- you can coordinate multiple demands, prioritize workload and meet timelines;

Computer Skills:

- you are proficient with a range of computer software including word processing, graphics, presentation and database packages, email, internet, search engines, and conference software

Address: 2430 Don Reid Dr, Ottawa

Compensation Group: Ontario Public Service Employees Union

Schedule: 3.7

Category: Administrative and Support Services

Posting Date: Thursday, September 16, 2021

Remember: The deadline to apply is **Friday, October 1, 2021 11:59 pm EDT**. Late applications will not be accepted.

OPS Commitment to diversity, inclusion, accessibility, and anti- racism:

We are committed to build a workforce that reflects the communities we serve and to promote a diverse, anti-racist, inclusive, accessible, merit-based, respectful and equitable workplace.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

Visit the [OPS Anti-Racism Policy](#) and the [OPS Diversity and Inclusion Blueprint](#) pages to learn more about the OPS commitment to advance racial equity, accessibility, diversity, and inclusion in the public service.

We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's [Human Rights Code](#). Refer to the application instructions below if you require a disability-related accommodation.

How to apply:

1. You must apply online by visiting www.ontario.ca/careers. You must enter the job id number in the Job ID search field to locate the job ad.
2. Your cover letter and resume combined should not exceed five (5) pages. For tips and tools on how to write a concise cover letter and resume, review the [Writing a Cover Letter and Resume: Tips, Tools and Resources](#).
3. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
4. Read the [job description](#) to make sure you understand this job.
5. OPS employees are required to quote their WIN EMPLOYEE ID number when applying.
6. If you require a disability related accommodation in order to participate in the recruitment process, please [Contact Us](#) to provide your contact information. Recruitment Services staff will contact you within 48 hours.

Please be advised that the results of this competition may be used to form an eligibility list of qualified candidates to potentially fill future vacancies represented by the Ontario Public Service Employees Union (OPSEU). In accordance with the Collective Agreement, eligibility lists are shared with OPSEU representatives. By applying to this competition, you are providing consent that your name may be shared with OPSEU representatives. All external applicants (including former employees of the Ontario Public Service) applying to a competition in a ministry or Commission public body must disclose (either in the cover letter or resume) previous employment with the Ontario Public Service. Disclosure must include positions held, dates of employment and any active restrictions as applicable from being rehired by the Ontario Public Service. Active restrictions can include time and/or ministry-specific restrictions currently in force, and may preclude a former employee from being offered a position with the Ontario Public Service for a specific time period (e.g. one year), or from being offered a position with a specific ministry (either for a pre-determined time period or indefinitely). The circumstances around an employee's exit will be considered prior to an offer of employment.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Ontario Public Service is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code .**