

# ADMINISTRATIVE ASSISTANT

**Organization:** Ministry of Northern Development, Mines, Natural Resources and Forestry

**Division:** Mines and Minerals Division - Ontario Geological Survey

**City:** Sudbury

**Job Term:** 1 Temporary assignment/contract up to 12 months with possibility of extension

**Job Code:** 09OAD - Office Administration 09

**Salary:** \$25.63 - \$29.88 Per Hour\*

**Posting Status:** Open Targeted

**Job ID:** 174603

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Are you a highly organized administrative professional with exceptional executive level administrative skills? If so, consider this challenging opportunity where you will demonstrate your strong organizational and administrative skills in a fast-paced environment that emphasizes team work and client connection.

## What can I expect to do in this role?

In this fast-paced team environment, where tasks are often complex, high priority and sensitive, you will provide senior level administrative and financial support to the Director, Ontario Geological Survey by:

- managing the Director's schedule, coordinating meetings and travel arrangements, and providing administrative assistance to the Director, Managers and team members
- reviewing and coordinating responses to incoming requests for information or correspondence, monitoring the status of issues and reports, setting priorities, establishing due dates, and following up on outstanding requests
- preparing documents and correspondence for the Director and branch team, including briefing notes, letters and presentations
- assisting with the coordination and administration of budgets as well as providing financial support services by reconciling expense claims, invoices, and monthly statements/reports
- maintaining manual and electronic filing systems
- providing outstanding customer service to clients

## How do I qualify?

Administrative and specialized skills:

- You have demonstrated experience in providing senior level administrative support and knowledge of administrative practices, policies, directives and quality standards to provide a wide range of executive administrative and branch support services (e.g. scheduling, making travel arrangements, record keeping, electronic file management, correspondence preparation and tracking systems, customer service standards, etc.).

- You have knowledge of financial processes including work planning, budget monitoring, tracking and reconciliation.
- You are able to gain knowledge of the ministry and of the organizational structure of the Mines and Minerals Division as well as the Ontario Geological Survey Branch.
- You have general knowledge of Indigenous culture and decision making processes to obtain information, respond to enquiries and coordinate meetings.

#### Organizational and time-management skills:

- You have well developed organizational, planning and coordinating skills to maintain the Director's schedule, ensure timely preparation of materials, and coordinate branch responses under tight timelines.
- You have the ability to work under pressure to meet deadlines, handle a heavy workload, adapt to changing priorities, and work independently with minimal supervision.

#### Analytical, judgment and problem-solving skills:

- You can make decisions concerning the release of information requested and ensure the integrity and confidentiality of information is maintained.
- You have good judgment and problem-solving skills and the ability to adapt to changing priorities.
- You have analytical and problem-solving skills to retrieve information, identify and resolve issues and discrepancies, determine urgency and prioritize workload.

#### Communication and people skills:

- You have strong communication and people skills to interact tactfully and diplomatically with a wide range of colleagues and internal and external clients, including senior executives.
- You have excellent written communication skills to prepare and proofread a wide array of documents such as briefing notes, correspondence and meeting minutes.

#### Computer skills:

- You have demonstrated experience using a variety of computer software including word processing, spreadsheet, database, presentation, email, and internet.

#### 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.

## Additional Information

### Address:

- 1 Temporary, duration up to 12 months, 933 Ramsey Lake Rd, Sudbury, North Region

**Compensation Group:** Ontario Public Service Employees Union

**Category:** Administrative and Support Services

**Posted on:** Friday, January 7, 2022

### Note:

- Effective October 1, 2021, the OPS COVID-19 Safe Workplace Directive requires all Ontario Public Service employees to provide proof they are fully vaccinated, meaning they are fully vaccinated as defined by the Ministry of Health (refer to: [COVID-19 Fully Vaccinated Status in Ontario](#)), including 14 calendar days have passed since receiving their final dose of the COVID-19 vaccine.

Employees who do not provide proof of full vaccination will be deemed 'not vaccinated' under the Directive and will be required to attend a vaccine education program and undergo regular rapid antigen testing. Employees who are not vaccinated under the policy with a valid medical exemption will not be required to attend a vaccine education program but must undergo regular rapid antigen testing.

C-ND-174603/21

### How to apply:

1. You must apply online by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers). You must enter the job id number (174603) 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.

**Remember:** The deadline to apply is **Friday, January 21, 2022 11:59 pm EST**. Late applications will not be accepted.

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](#).