***Apply By:****Thursday, June 15, 2023 11:59 pm EDT*

**Administrative Assistant (Seasonal)**

**Organization:**

Ministry of Natural Resources and Forestry

**Division:**

Provincial Services Division

**City:**

Peterborough

**Job Term:**

1 Temporary annually recurring seasonal contract for up to 42 weeks

**Job Code:**

08OAD - Office Administration 08

**Salary:**

$25.02 - $29.09 Per Hour\*
\*Indicates the salary listed as per the OPSEU Collective Agreement.

[**Posting Status:**](https://www.ontario.ca/page/careers-job-ad-definitions)

Open

**Job ID:**

199083

[**Apply Online**](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=199083)

[**View Job Description**](https://intra.ejobs.careers.gov.on.ca/PDR.aspx?Language=English&JobID=199083)

Are you a motivated, enthusiastic and well organized individual? Do you want an opportunity to gain experience for a government career in finances, human resources or administration? Would you be excited about the opportunity to have benefits, a pension, and summers off? If yes then consider this opportunity to provide strong financial, contract management, human resources, and administrative support to the Aquatic Research and Monitoring Section in the Science and Research Branch with the Ministry of Natural Resources and Forestry.

Note: This position is required to report to and work from the physical work location (2140 East Bank Dr, Peterborough) a minimum of three days per week. Current hybrid work arrangements are subject to change.

**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](https://www.ontario.ca/page/ontario-public-service-anti-racism-policy) and the [OPS Diversity and Inclusion Blueprint](https://www.ontario.ca/page/ops-inclusion-diversity-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](http://www.ohrc.on.ca/en/ontario-human-rights-code). Refer to the "How to apply" section if you require a disability-related accommodation.

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

You will work closely with a supportive management team to:
• support a range of administrative, human resources, financial, contract management and health and safety functions for the section
• prepare and process hiring documentation, including hiring and termination packages, and maintain confidential personnel files
• perform various financial tasks such as checking invoices, preparing and reviewing expense claims and
preparing and reviewing monthly and quarterly expenditure, encumbrance, and revenue reports on spreadsheets
• manage and maintain digital filing systems, databases, asset inventories and procurement tracking
• arrange meetings and conference calls including recording and composing minutes, preparing agendas, notices, and background materials
• produce a variety of materials such as reports, spreadsheets, and minutes
• assist in the administration of service contracts and agreements

**How do I qualify?**

Administrative and financial skills:

• You have a good understanding of office administration procedures and practices to execute administrative duties in support of the section's human resources, administrative, financial and contract management activities.
• You have strong financial skills to verify and reconcile expenditures, prepare or review expense claims, maintain financial records and assist in the preparation of unit work plans and financial reports, as well as monitor and report on section allocations and expenditures.
• You have experience with supporting contract management including purchase order requisitioning, receiving and processing invoices.

Organizational skills:

• You have strong organizational skills to manage a complex administrative work load including human resources, financial activities at several work sites and research facilities, and to coordinate materials and information for a research section, including health and safety training and asset management.
• You have records management and retention experience as well as the ability to accurately maintain digital filing systems.

Interpersonal and communication skills:

• You have well-developed oral communication and customer service skills to convey information, greet and deal with current and new staff, client groups and the general public, using tact and diplomacy.
• You have written communication skills to compose general correspondence, contracts and meeting minutes.

Analytical and evaluative skills:

• You have analytical and evaluative skills to identify and resolve discrepancies in invoices and expenses, determine urgency of issues and enquiries and to determine how to respond to them with a high volume and diverse workload.

Computer and office equipment proficiency:

• You are proficient with various computer software applications such as word processing, presentations, spreadsheets, databases, email, and internet to manage and report financial and other data, manage electronic file systems, prepare presentations, correspondences and reports, research information, and communicate with others electronically.
• You can operate office equipment such as photocopiers and printers, and ensure they are routinely maintained.

**Additional Information**

**Address:**

* 1 Temporary - Seasonal, duration up to 42 weeks, 2140 East Bank Dr, Peterborough, East Region

**Compensation Group:**

Ontario Public Service Employees Union

[**Schedule:**](https://www.ontario.ca/page/careers-job-ad-definitions)

3.7

**Category:**

Administrative and Support Services

**Posted on:**

Thursday, May 25, 2023

**How to apply:**

1. You must [apply online](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=199083).
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](https://www.gojobs.gov.on.ca/Docs/OPSCoverLetterandResumeWritingGuide.pdf).
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](https://intra.ejobs.careers.gov.on.ca/PDR.aspx?Language=English&JobID=199083) 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](https://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment services team 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 **Thursday, June 15, 2023 11:59 pm EDT**. 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's *Human Rights Code***](http://www.ohrc.on.ca/en/ontario-human-rights-code)**.**

 [**Apply Online**](https://www.gojobs.gov.on.ca/Apply.aspx?Language=English&JobID=199083)