



**Administrative Assistant
Espanola**

**Full Time
Internal/External**

Posted: December 16, 2021

Competition # 2021-11-AD

The Manitoulin-Sudbury DSB is seeking to fill the position of Administrative Assistant. The Administrative Assistant provides administrative support to designated programs and services of the Manitoulin-Sudbury DSB. The administrative services are provided in accordance with all applicable Municipal, Provincial, Federal legislation and Manitoulin-Sudbury DSB policy.

Qualifications: The successful candidate will possess a 2- or 3-year Diploma in Business Administration or Administrative Assistant from a recognized college. Minimum 3 years' experience in secretarial and office services preferably in a public administration organization. Administrative experience working with a senior-executive level preferably in the administration of public services; effective oral and written communication, organization and problem-solving skills and ability to so with minimal supervision; ability to understand and interpret provincial statutes, regulations and policies pertaining to program delivery services; ability to work with computer programs relevant to writing reports & correspondence, analyzing data, managing projects and communicating electronically; excellent mathematical and analytical skills. Ability to work with vendors and suppliers to negotiate prices/services and costs. Ability to travel as required. A valid Ontario class "G" driver's license and access to an appropriately insured vehicle as required for employment related use. Bilingualism will be considered an asset.

Location: Espanola

Salary: \$29.73 /hour in accordance with pay scale as determined by the collective agreement with CUPE Local 4705.

Commencement Date: to be determined

Interested individuals are invited to submit a covering letter and a résumé outlining their education, skills, qualifications and experience and how they relate to this position no later than **January 13th, 2022 at 4:30 pm.**

Please forward your application quoting competition # **2021-11-AD** to the attention of:

Human Resources Department.
Manitoulin-Sudbury District Services Board
210 Mead Blvd
Espanola, Ontario
P5E 1R9
Fax (705) 862-7866
Email: jobs@msdsb.net

Information gathered relative to this position is done in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will only be used for candidate selection. While all responses are appreciated, only applicants selected for an interview will be contacted.