

ADMINISTRATIVE ASSISTANT Seven (7) Month Interim Position, Fort Frances, ON

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River. The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,047 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

We are currently seeking an Administrative Assistant on an interim basis to cover a leave for a period of approximately seven (7) months, with the possibility of ending sooner or later than anticipated. This is a 35 hour/week contract in Fort Frances to commence as soon as possible.

Reporting to the Chief Administrative Officer, the Administrative Assistant is responsible for providing a variety of clerical and administrative duties directly for the Chief Administrative Officer (CAO) and designated management members. The position is also responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.

Qualifications will include:

- Successful completion of a three year college diploma or three year degree in a related discipline and four (4) years' related experience. Candidates with an equivalent combination of education and experience will be considered.
- Proven skills in office operations and procedures, monitoring office equipment, phone systems, postage meters, procurement procedures and experience with office techniques and best practices.
- Demonstrated experience performing clerical and administrative duties, developing and maintain filing systems, data input, report writing and efficient keyboarding skills.
- Excellent organizational, interpretation, analytical, scheduling and coordination skills.
- Advanced knowledge of Microsoft Office, proficient computer skills and the ability to work within a computerized environment.
- Demonstrated communication, collaboration, and interpersonal skills to develop and maintain positive and effective working relationships.
- Demonstrated initiative and the ability to anticipate required needs and assist designated management members in a helpful and supportive manner.
- Ability to work with minimal supervision, exercise sound judgment in decision making and personal conduct, demonstrated integrity and professionalism and maintain confidentiality at all times.
- Excellent time management skills with the ability to prioritize workload, as appropriate.
- Possess a valid driver's license and have access to a vehicle.

This is an open-ended recruitment call, subject to change. The 2022 hourly rate of pay for this position is \$31.70, plus 4% vacation pay and 10% in lieu of benefits. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references to:

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Competition #HR-40-2022-AA-7Mth
PRIVATE & CONFIDENTIAL

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

This document is available in an alternative format, upon request.