



ADMINISTRATIVE ASSISTANT 2

Posted by: Toronto hydro

Posting date: 08-Apr-2023 **Closing date:** 26-Aug-2023

Education: Bachelor's (Preferred)

Language: English (Required)

Job location:

Salary: \$\$62,480-\$75,087

Years of Experience: 4 years

Vacancy: 2

Job Type: Full Time

Job id: CAJ6681195

Expired

Job description:

Job ID: 35023

Job Category: Administrative

Division & Section: Municipal Licensing & Standards,

Work Location: City Hall, 100 Queen St W, Toronto, M5H 2N1

Job Type & Duration: Full-time, Permanent Vacancy

Salary: \$62,480-\$75,087

Shift Information: Monday to Friday 35 hours per week per week

Affiliation: Non-Union

Number of Positions Open: 1

Posting Period: 15-May-2023 to 29-May-2023

Major Responsibilities:

The primary functions associated with this position include but are not limited to:

- Performs varied administrative duties and clerical functions in connection with the operation of the Office of the Executive Director.
- Provides executive level administrative support to the Office of the Executive Director in the day-to-day operations and provides related support to the Manager Finance & Business Services, as and when required.
- Provides support to the Administrative Assistant 1 and performs back-up duties in his/her absence.
- Exercises caution and discretion with labour relations, personnel and other confidential information.
- Prepares and processes documents of a confidential nature related to human resources, investments, negotiations, fraud and waste hotline, bargaining, contingency planning, pension and payroll, corporate initiatives, etc.
- Handles scheduling of appointments and ensures that the appropriate information is provided to the Executive Director well in advance.
- Coordinates meetings and events.
- Prepares and processes various documents/statistical summaries/reports requiring the assessment and analysis of data.
- Attends meetings and takes/transcribes minutes as required.
- Drafts correspondence, composes and types letters and memoranda and routes or answers correspondence.
- Screens, checks work and financial signing documents for accuracy and conformity with regulations, Corporate/Cluster policies and procedures and corrects/resolves outstanding/incorrect items prior to Executive Director's signature.
- Operates various office equipment and computers utilizing a variety of desktop applications and corporate systems. Prepares presentation material utilizing detailed layout and formatting.
- Effectively handles general inquiries, complaints and requests from all levels of staff, other government agencies, media, elected officials or members of the public and resolves customer service issues.
- Initiates responses on matters not requiring the personal attention of the Executive Director.
- Conducts background research, investigation, retrieves and consolidates information from various sources including internet, Clerks' Meeting Monitor, extracts and consolidates information.
- Assists the Administrative Assistant 1 in the preparation of correspondence, Council materials, reports, briefs, presentations and meeting materials.
- Reviews Council and Standing Committee agendas, flagging all reports submitted by the Executive Director's Office and those that have a financial impact. Prepares and organizes agenda materials, background and briefing notes in binders.
- Retrieves, formats, assigns tracking numbers and prints Council / Committee reports for the Executive Director's signature.
- Delivers staff reports to Clerks and picks up reports from other divisions, as required.
- Distributes copies of signed staff reports and maintains record/retrieval system for Council/ Committee reports, directives and decision documents.
- Coordinates and prepares list of Time Sensitive reports for Committees and City Council.
- Assists the Administrative Assistant 1 with the monitoring and maintaining of the Committee/Council directives. Maintains and updates Agenda Forecasting System for the Executive Director and the division. Tracks and follow- up to ensure deadlines are met.
- Assists the Administrative Assistant 1 with the monitoring and maintaining of a manual and electronic Issues Tracking System.
- Assigns tracking numbers to all requests referred to the Executive Director, forwards to appropriate Division/Lead and enters in the Issues Tracking System to ensure enquiries/complaints are processed and

resolved in a timely manner, including necessary follow up.

- Coordinates and maintains an efficient and effective record/retrieval system for the office in accordance with the Corporate Record Management guidelines.
- Files reports, letters, memos, and general correspondence for the Executive Director's office.
- Archives files according to corporate guidelines.
- Screens, reviews and prioritizes incoming mail for the Executive Director, processes correspondence, and initiates response.
- Registers incoming mail and distributes to appropriate staff.
- Orders and maintains an inventory of office supplies and equipment for Executive Director's office.
- Performs special projects, special deliveries and photocopying, as required.
- Performs other related work, as assigned.

Key Qualifications:

Your application must describe your qualifications as they relate to:

- Considerable experience in the performance of secretarial and administrative support duties to senior management, handling a broad range of administrative matters, standard office practices and procedures, specifically to the actual duties and responsibilities as mentioned above.
- Considerable experience in taking minutes at meetings and attending senior team meetings/committees.
- Considerable experience in following up on reports and handling confidential and complex documents and reports (i.e. budget reports).
- Considerable experience in the use of a variety of software packages including advanced knowledge of Microsoft Office Suite, i.e. Word, PowerPoint, Excel, and Outlook.
- Experience in the preparation and drafting of standard correspondence and reports, editing the layout and formatting complex reports, correspondence, charts, tables and statements to Council and Committees.
- Experience in developing and implementing administrative work procedures and systems, such as wireless inventory, internal exits procedures, complements and complaint tracking systems.
- Experience in planning and organizing appointments, meetings, interviews, conferences, and special events.
- Ability to research and gather information.
- Highly developed customer service and interpersonal skills with the ability to communicate effectively, both orally and in writing, at all organizational levels, including the political level, the members of the public and external contact.
- Excellent organizational and time management skills, including attention to detail, and ability to set priorities, meet deadlines and deal with conflicting priorities and work demands.
- Ability to exercise independent judgement and discretion in dealing with highly confidential operational matters and with management staff.

- Knowledge of, and the ability to handle municipal operations, Council proceedings, and current political issues.
- Strong analytical and problem solving skills with proven ability to handle sensitive issues.
- Ability to work independently and effectively with minimal supervision, prioritize work schedule, complete assigned duties within timelines.
- Must be resourceful, flexible, adaptable, and possess a high degree of common sense.
- Takes initiative and applies best practices to make changes in work to improve performance.
- Must be flexible to work long hours in peak periods and be able to work flexible hours, including weekends and evenings as required.
- Must be familiar with the Occupational Health & Safety Act and the regulations that apply to this work.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the **application process** is available upon request. Learn more about the City's Hiring Policies and Accommodation Process.

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