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**Apply By:** Friday, August 19, 2022 11:59 pm EDT

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## MARINE SERVICES ADMINISTRATIVE ASSISTANT (BILINGUAL)

**Organization:** Ministry of Transportation  
**Division:** Provincial Highways Management - East Region  
**City:** Kingston  
**Job Term:** 1 Temporary assignment/contract up to 9 months with the possibility of extension  
**Job Code:** 08OAD - Office Administration 08  
**Salary:** \$24.77 - \$28.80 Per Hour\*  
 \*Indicates the salary listed as per the OPSEU Collective Agreement.  
**Posting Status:** Open  
**Job ID:** 185209



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Do you consider yourself an efficient, bilingual self-starter with a strong administrative background? Are you seeking a position that will allow you to fully showcase your skills? If so, then please consider this opportunity with Marine Services.

### 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 "How to apply" section if you require a disability-related accommodation.

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

This dynamic role will require you to:

- Provide administrative and business support services for managers and staff
- Maintain, update and track office staffing actions, expenditures, reconcile expenses and identify issues and discrepancies, recommending corrective action.
- Establish and maintain electronic and hard copy filing systems
- Prepare a variety of word processing materials and providing related services
- Greet visitors, answer and screen telephone calls, and respond to routine inquiries

Please note: This position is required to travel weekly between the Regional office, Glenora Ferry Terminal and Wolfe Island Ferry Terminal to provide support services in all locations.

### How do I qualify?

**Mandatory requirement:**

- Proficiency in English and oral French at the advanced level.

#### **Administrative Knowledge and Abilities:**

- You have working knowledge of administrative/office procedures and guidelines, including records management
- You have knowledge of financial processes and are able to maintain office budget

#### **Analytical and Computer Skills:**

- You have analytical skills to review expenditures, identify and resolve discrepancies
- You have coordination and organizational skills to determine priorities and organize own work
- You are proficient with computers and software applications

#### **Communication Skills**

- You have proven communication skills to perform reception duties and respond to general inquiries with tact and diplomacy
- You have interpersonal skills to effectively work with others

### **Additional Information:**

**Address:** • 1 Bilingual Temporary, duration up to 9 months, 1355 John Counter Blvd, Kingston, East Region

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

**Schedule:** 3.7

**Category:** Administrative and Support Services

**Posted on:** Friday, August 5, 2022

**Note:**

- [This ad is also available in French.](#)
- C-MT-185209/22

### **How to apply:**

1. You must **apply online**.
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 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 **Friday, August 19, 2022 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.

**Job advertisements for positions that have been designated bilingual will be provided in both English and French on the website. Positions that are not designated bilingual are not translated and are displayed in English only on both the English and French versions of the website.**

**Les annonces d'emploi pour les postes désignés bilingues sont publiées en anglais et en français sur le site Web. Les annonces pour les postes qui ne sont pas désignés bilingues ne sont pas traduites et elles figurent en anglais seulement, tant dans la version française que dans la version anglaise du site.**

**The Ontario Public Service is an inclusive employer.  
Accommodation is available under the Ontario's Human Rights Code.**

Note: The only website where you can apply on-line for positions with the Ontario Public Service is <http://www.gojobs.gov.on.ca>

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