



<b>Job Title:</b>	Administrative Assistant Corporate Services		
<b>Job Opening Id:</b>	39388	<b># Required:</b>	2
<b>Business Unit:</b>	Corporate Services	<b>Division:</b>	Legal and Court Services/Procurement & Strategic Acquisitions
<b>Location:</b>	Headquarters, Campbell West	<b>Standard Hours:</b>	35.00 / week
<b>Full/Part Time:</b>	Full-Time	<b>Regular/Temporary:</b>	Temporary
<b>Salary Grade:</b>	2	<b>Salary Range:</b>	\$ 54,800.00 - \$ 64,470.00
<b>Post Date:</b>	2024-07-03	<b>Close Date:</b>	2024-07-16

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**Please Note:**

**This position will support both the Legal and Court Services division and the Procurement & Strategic Acquisitions division.**

**The successful candidate for this position must work exclusively in the office.**

Approximate Duration: 12 - 18 months.

**About Us**

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New

York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

## Job Summary

Reporting to the Director, the Administrative Assistant Corporate Services is responsible for providing confidential administrative support and services to Directors within Corporate Services, in addition to provide general administrative support assisting in the planning, coordination, communication and implementation of divisional and departmental operations. This position works under the general guidance of the Executive Assistant Corporate Services and provides backup to the Executive Assistant when required.

## Education

- Post-secondary diploma in Office/Business Administration or equivalent.
- Certification or additional training in relevant software required to perform the duties is preferred.

## Knowledge

- Three years senior administrative experience in a computerized office environment.
- Five years senior administrative experience in a computerized office/municipal environment is preferred.
- Knowledge of Microsoft office automation systems with specific training and skills in word-processing, spreadsheet, presentation software and data base applications.

## Responsibilities

*Provides day-to-day administrative support to the Directors and divisional leadership, preparing confidential correspondence and reports and ensuring compliance with AODA compliance. (25% of time)*

- Prepare memos, letters and reports, etc. of confidential matters.
- Schedules appointments and/or meetings for the Director(s), and departmental staff as requested, ensuring relevant documentation and background information for meetings are brought forward.
- Coordinates, review and finalize departmental reports and monitor approval process through E-scribe for reports and agendas for Council and Standing Committees, and track and follow up on Councilor Information requests.
- Ensures reports and correspondence are in compliance with AODA requirements.
- Coordinates meetings, preparing agenda packages, recording proceedings, and performing follow-up tasks for Committee/sub-committee meetings, completes and distributes minutes for follow-up as required, work with internal and external stakeholders

- Highlights items of importance/sensitivity, ensuring they are brought to the Director(s) and/or appropriate employee's attention.
- Support process and procedure improvements i.e. E-scribe, PeopleSoft, EFMS, etc., and continuous work towards process improvements
- Maintains necessary inventory of office supplies and ensures ordering and receipt of shipments.
- Assists and coordinates with in-coming and out-going mail and packages
- Assists and coordinates with in-division print jobs and assembling print materials.

*Prepares, maintains and tracks general office and confidential files and correspondence (e.g. WHMIS updates, staff licensure/registration, performance appraisals, employee notices, requests for staff training, personnel requisitions, posting files, vacation and attendance record management, job descriptions, Workers compensation reports, etc.) (20% of time)*

- Coordinates and encodes Time and Attendance for departmental staff, including proposed vacation schedules and reconciliation of staff attendance. Informs management and staff of protocol and process.
- Training Administrator for PeopleSoft including registering staff for training and tracking external Professional Development.
- Supports People Leaders with new-employee onboarding and off-boarding, assisting with completion of administrative documentation, coordinating required equipment, furniture, ID, name badges as required, and assist with scheduling initial onboarding meetings with key stakeholders.
- Assists with the preparation of staffing requisitions

*Perform financial administrative support for the Director including preparation of expense reports, purchasing card processing, initiating purchase requisition. (15% of time)*

*Undertakes special projects, research or other related duties, as requested, and assists with divisional, departmental and corporate events. (15% of time)*

- Researches and assembles background information/special projects as required.
- Identifies opportunities to modify/streamline administrative procedures, conducting supporting research and making recommendations.
- Maintains effective departmental communications, maintaining communication vehicle content and ensuring information is current and relevant.
- Provide support, coordination and facilitation for various events working with internal staff from various internal departments to coordinate information, plan and provide recommendations for action and implementation.

*Coordinates office logistics and organizes facilities and equipment. (15% of time)*

- Main contact and liaison with facilities and IT for services and equipment, i.e. requests for services, moves, renovations, maintenance repairs
- Procure supplies and services in accordance with established guidelines and policies
- Discretionary spending for office supplies, furniture

*Acts as a departmental lead for Corporate Records Management. (10% of time)*

- Manages the department records and files management processes, ensuring corporate policies and protocols are followed.

- Review files for destruction under the direction of the Director
- Manage records for file retrieval from storage and maintain inventory of records in storage

## Special Requirements

- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

## Closing Statement

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Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges TODAY!

Let us know why you would be an excellent team member by submitting your online application at [www.niagararegion.ca](http://www.niagararegion.ca) by **July 16, 2024.**

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

If you require an accommodation for the application process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, the alternate formats for contacting us are as follows:

- Email: [myhr@niagararegion.ca](mailto:myhr@niagararegion.ca)
- Phone: 905-980-6000 or 1-800-263-7215
- Bell Relay: 1-800-855-0511
- In-person: Sir Isaac Brock Way, Thorold, ON L2V 4T7 – Human Resources Department