



Draw on your passion. Shape our community.

York Region is one of Canada's fastest growing municipalities and as part of our diverse and highly engaged team, you'll have the opportunity to work on innovative projects that foster economic vitality, further a sustainable environment, enhance our public services and promote a healthy community. York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Region, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

ADMINISTRATIVE ASSISTANT TO CHIEF AND GENERAL MANAGER, EMS #16243

COMMUNITY AND HEALTH SERVICES DEPARTMENT EMERGENCY MEDICAL SERVICES BRANCH

Location: East Gwillimbury, Ontario. This is a Non-Union position.

Temporary Full-Time, Approx. 12 months, Salary \$55,961 - \$63,547 annually

Reporting to the Chief and General Manager, Emergency Medical Services, is responsible for coordinating and providing administrative and confidential administrative support including preparing correspondence and reports, taking minutes, scheduling meetings and appointments, and maintaining filing systems; supporting effective communication and customer service to meet the needs of internal and external contacts in accordance with Regional customer service standards; researching and compiling data and background material; coordinating, tracking and following up on communications for the General Manager; and coordinating business processes for the Chief and General Manager's office.

QUALIFICATIONS

- Successful completion of a Community College Diploma in Business, Public Administration or related field or approved equivalent combination of education and experience.
- Minimum three (3) years progressively responsible administrative experience with an emphasis on determining priorities and organizing activities of a diverse work assignment.
- Demonstrated experience in organizing meetings, including preparation of agendas, taking minutes, documentation and circulation of minutes with attention to detail and accuracy.
- Knowledge of general office procedures, preparing documents and records management practices.
- Knowledge of Department and EMS Branch services and programs and ability to relate information to meet customer needs.
- Administrative/secretarial experience or equivalent work in a computerized/automated office. Experience providing administrative support in an environment with a broad variety of functions, including customer service, records management, committee work and report generation.
- Thorough knowledge of general office procedures, including taking minutes, editing reports and correspondence, and electronic/manual records management file systems.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management and accountability, and flexibility/adaptability.
- Computer literacy utilizing MS Office software applications including word processing, spreadsheets and presentation software at an advanced level.
- Ability to manage daily workload, take initiative, set priorities and meet required deadlines with conflicting demands and changing priorities.
- Demonstrated writing skills to prepare draft correspondence and reports related to programs and services delivered using templates and from rough copy.
- Demonstrated skills and ability to research/investigate issues and resolve problems.
- Ability to travel to offsite locations in a timely and efficient manner, as required.
- Ability to work outside normal working hours, as required.

Please apply on-line at www.york.ca by **July 23, 2014, quoting competition #16243**. We thank all candidates for their interest, however, only those selected for an interview will be contacted. For additional information on York Region, please visit the above-mentioned website.