



Office of the Auditor General of Ontario
Bureau de la vérificatrice générale de l'Ontario

Administrative and Records Clerk

The **Office of the Auditor General of Ontario** (Office) is recruiting a highly motivated Administrative and Records Clerk. You will assist the Director of Human Resources and Office Services with a wide variety of clerical, data entry, document scanning and file management duties. Not limited to processing outgoing mail, organizing, inventorying and manage office supplies and supply rooms. This position will also be required to assist with other related office duties and responsibilities as assigned and act as the primary back up for Reception.

What can I expect to do in this role?

You will:

- Operate photo copier, collate and bind audit reports and memoranda issued to Crown Agencies, Ministries and Public Accounts Committee, ensuring quality standards are maintained and deadlines met.
- Operate and effectively control audit files by logging all files and storage boxes on the computer and transferring (retrieving) files to and from the government's Central Records Centre.
- Process incoming mail and faxes including sort into delivery locations or other predetermined categories, log registered mail, route mail and faxes to sections within the office.
- Process outgoing mail including, sort, weigh, meter, bag for delivery to the other ministries, facilities and Canada Post.
- Maintain inventory controls of items such as audit bags, calculators, binder, and stationary, ensuring that adequate stock of stationery and supplies is maintained.
- Provide immediate pick-up and delivery of rush letters/parcels.
- Purchase all office stationery and supplies on authorization of the supervisor and receiving shipments thereof, matching invoices to merchandise.
- Act as primary backup for Receptionist, open up reception in the morning, provide relief for breaks and lunch.
- Order and arrange telephone/Voicenet service requests through Centrex system.
- Provide other support such as, arranging coffee and or catering requests for office meetings.
- Catalogue and upload the orders-in-council, Treasury Board/Management Board of Cabinet Minutes and Treasury Board Orders.
- Be able to exercise physical effort in the handling of mail items, storage of files.

Required Knowledge of:

- Records management operations and records retention/retrieval procedures to ensure files are appropriately catalogued and stored.
- Business equipment and computer applications including: Microsoft Office Suite.
- Supply and inventory control procedures for goods, procurement practices to ensure adherence to government standards.
- Canada Post regulations such as requirements for designation of mail into classes (first to fourth, parcel post, air) to ensure correct optimum postage is affixed.
- Mail procedures such as weighing and metering mail, logging registered mail, in order to provide accurate processing.
- Mail identification and sort incoming mail into delivery locations and sort outgoing mail by class and by destination (within office, facility, external, and international).
- Operation of electronic/mechanical postal equipment to select appropriate machine set-ups for applications such as weighing, folding.

How do I qualify?

Knowledge and Experience

- Post-secondary education in Office Administration is mandatory.
- 3 – 5 years of demonstrated years of experience in an office support role.
- Bilingual in English and French
- Advance knowledge of all Microsoft Office suite programs, in particular excel and word.
- Excellent oral and written communication skills with outstanding customer service and interpersonal skills.
- Ability to be flexible and work under pressure in a fast-paced setting to meet tight deadlines and handling competing priorities.
- Excellent accuracy in maintaining filing system, retrieving files on request, investigating and locating missing files.
- Demonstrative ability to take initiative, prioritize, problem-solve and cope with conflicting demands.
- Examine contents of unidentified or incorrectly addressed incoming mail and determine correct destination through own knowledge of client/office activities.
- Ability to work independently, quickly and accurately and be a strong team player in a highly confidential office environment of sensitive information.
- Knowledge of Ontario government policies, practices and classification systems an asset.

Note: Prior to an offer of employment, the top applicant(s) will be required to undergo a screening by the Canadian Police Information Centre (CPIC).

Interested candidates, please submit a covering letter and resume (as one document) by email quoting competition number **2009** by May 29, 2020 to:

Cindy MacDonald

Director, Human Resources and Office Services

Email: resumes7@auditor.on.ca

Address: 20 Dundas Street West, Suite 1530, Toronto, Ontario

We thank you for your interest. Only those selected for further screening or an interview will be contacted.

The Office of the Auditor General of Ontario is an inclusive employer. Accommodation is available under the Ontario Human Rights Code.