



Administrative Co-ordinator, Communications

(Salary commensurate with experience)

The **Office of the Auditor General of Ontario**, communications group, seeks an energetic and organized individual to provide senior-level operational, and administrative services. Candidate must be a team player, with strong initiative, dedicated to providing excellent support services.

What can I expect to do in this role?

You will:

- Co-ordinate the receipt, distribution, review, and tracking of government advertising review submissions made to the Office as required under the Government Advertising Act, 2004. Prepare all correspondence related to advertising review. Co-ordinate financial verification procedures relating to government advertising.
- Administer communication processes as required, including daily media monitoring scans and distribution to the Office. Lead the distribution process of materials relating to the Office's annual report. Co-ordinate and track translation requests.
- Provide assistance and maintain effective contact with government staff involved in the advertising review process.
- Provide communications support to the communications group as needed, including assisting with the writing and production of the Office's internal e-newsletter.
- Act as a backup for Administrative Assistant to the Auditor General.

How do I qualify?

- A Community College Diploma or University Degree in an administrative or related field.
- 3 – 5 years of demonstrated experience in an administrative field, preferably with a communications background.
- Demonstrated superior administrative and communication skills. Good knowledge of government structure, policies, procedures and operations.
- Demonstrated ability to manage, organize and prioritize competing priorities.
- Knowledge of communication best practices and the media landscape.
- Must have superior organizational skills, and the ability to multi-task.

- Well-developed interpersonal, analytical and strategic thinking skills.
- Demonstrated experience preparing correspondence and managing records.
- Superior-level applied knowledge of Microsoft Word, Excel, Outlook and Adobe Acrobat. Knowledge of Adobe InDesign and e-marketing platforms would be an asset.
- Bilingualism (English and French) would be an asset.
- Ability to work independently and as part of a team.

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 2022 by January 5, 2021 to:

Cindy MacDonald
Director, Human Resources
Email: resumes3@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.