



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

## **Executive Administrative Assistant (Bilingual)**

*(Salary commensurate with experience)*

The **Office of the Auditor General of Ontario** (Office) is recruiting highly motivated professional interested in making a difference for the benefit of the members of the Legislative Assembly and the people of Ontario. The Office conducts value-for-money (VFM) audits and compliance reviews of Ontario provincial government ministries, and the Broader Public Sector, including hospitals, long-term care homes, universities, school boards, and other government organizations (e.g., Ontario Energy Board, Ontario Clean Water Agency, Metrolinx). The Office is also responsible for attest audits of the financial statements of the province and of a wide variety of Crown agencies. The Office reports the results of its work to the Legislative Assembly and the Standing Committee on Public Accounts.

The Office of the Auditor General of Ontario, seeks an energetic and organized individual to provide responsible administrative support services in coordinating the activities of the Auditor General.

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

Reporting to the Auditor General, you will:

- Develop, manage, prioritize and maintain schedule for the Auditor General while balancing with other priorities and resolving scheduling issues.
- Reading incoming correspondence addressed to the Auditor General, and determining if there are any issues that need to be addressed immediately.
- Liaise with senior ministry staff and stakeholders to coordinate meetings and logistics.
- Organize and maintain electronic and manual records.
- Coordinate the preparation and distribution of material including confidential materials, correspondence, briefing notes, reports, presentations, etc.
- Coordinate the flow and handling of correspondence including composing replies to some correspondence on verbal or written instructions. Directing the flow of the Auditor General's communication, incoming and outgoing from the Office and draft responses and correspondence.
- Handle telephone calls, and coordinating local and international visitors, e.g. senior government officials, senior executives from the private sector. Answering inquiries, conveying information, contacting staff of the Office of the Auditor General to obtain additional information or explanation.

- Coordinate meetings and conferences, speaking engagements assembling background information, contacting participants, rearranging schedules and preparing agendas.
- Perform editing functions, proofreading all material to ensure it is error-free and in accordance with established format; composing letters and emails.
- Prepare Executive Committee agendas and recording minutes as needed.
- Arrange travel and accommodation reservations; preparing itineraries.
- Ensure all urgent matters are dealt with during the absence of the Auditor General by informing the appropriate staff within the Division; supplying background material on the subject orally and/or providing information from files; following up with the enquirer that action has been initiated.

### **How do I qualify?**

- Requires 7 – 10 years of experience in an executive administration role and a university degree in business or a related field.
- Requires knowledge of the Auditor General's role and function and various process of the audit year to coordinate information flow.
- Have high understanding of the Office's mandate and issues to research and compile information for meetings, briefings, speeches, by researching files, policies, precedents.
- Position requires knowledge of administrative functions, administrative methods and established internal office procedures to provide support to the Auditor General, e.g. tracking correspondence due dates, editing correspondence for adherence to a specific style and format, developing and maintaining administrative guidelines.
- Strong understanding and knowledge of other Ministries and their functions, Office operations and related organizations to redirect calls by selecting other more appropriate areas, ministries or levels of government.
- Proficiency of software such as Word, Windows, Excel, and others as needed.
- Bilingualism (English and French) required.

**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 **2213** by August 26, 2022 to:

Cindy MacDonald

Director, Human Resources and Office Services

Email: resumes9@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.