

ADMINISTRATIVE ASSISTANT IV – LEVEL V



The Ontario Teachers' Federation (OTF) represents 160,000+ Ontario teachers in publicly funded education. We are currently accepting applications for the position of Administrative Assistant III – Level IV (one position). The role requires a professional individual with excellent time management skills and the ability to prioritize work. The successful candidate will be able to multi-task, pay attention to detail and have outstanding problem-solving skills. The Administrative Assistant III must keep the senior staff current and oversee the workflow for that office by ensuring appropriate research and timely follow-up.

Main Job Functions/Responsibilities

- Scheduling meetings, negotiating event contracts, arranging for hotel accommodation, and catering
- Attending committee meetings, including production of summary and clustering charts, financial statements, agendas, taking and transcribing of meeting minutes
- Performs advanced and sometimes confidential administrative duties requiring knowledge of OTF policies and practices
- Preparing correspondence, presentations and reports using various software packages
- Providing full administrative support including proofreading, filing, photocopying, scanning etc.
- Assisting with special projects as required, including those related to equity, diversity, and inclusion
- Requires one or more of the following: proven note-taking ability, bilingual (French-English), high level of functioning on special project databases with minimal direction

Qualifications and Experience

- Experience in an Administrative Assistant role
- Strong oral and written business communication skills
- Proficient in Microsoft Office Suite Programs - Word, Excel, PowerPoint and Outlook
- Familiarity with Access Database an asset
- Proven ability to take initiative and work independently in a fast-paced environment
- Superior organizational and time management skills
- High degree of detail orientation
- High level of professionalism and the ability to deal effectively with all levels in the organization
- Preference will be given to a candidate with Federation experience who can demonstrate bilingual skills (English/French)

Salary and benefits are consistent with the OTF Support Staff Agreement. We thank all applicants for their interest; however, only those candidates selected for interviews will be contacted. Please submit your cover letter and resumé by 5:00 pm on December 22, 2022, to:

Debbie Farrow, Human Resources/Office Manager
Ontario Teachers' Federation, 10 Alcorn Avenue, Suite 100, Toronto, ON M4V 3A9
Email: hr@otffeo.on.ca

The Ontario Teachers' Federation is committed to creating a work environment that is free from discrimination. We believe that our advocacy on behalf of Ontario's teachers is strengthened by a diverse team. We encourage applications from those who identify as Indigenous, Black, Racialized, Women, 2SLGBTQ+ and/or Disabled.