

**Job Posting #:**

**Job Title:** SECRETARY - SENIOR - 543147

**Department:** Engineering

**Union:** C.U.P.E. Local 543

**Work Location:** Various

**Position Status:**

**Rate of Pay:**

**Posting Period:**

**DUTIES AND RESPONSIBILITIES:**

Reporting to the Manager of Administration, this position will provide secretarial and administrative support functions including preparing and processing items such as letters, memorandums, reports, forms, Council Reports, tender documents, etc.; drafts correspondence as required for the signature of engineering principals; arranges and coordinates meetings for the engineering staff; arranges hotel and travel reservations for engineering managers; responds to telephone inquiries or re-routes telephone and/or in person inquiries; maintains designated files. Must maintain amiable relations with co-workers and customers. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Must have over one (1) year of experience in a computerized office environment utilizing the Microsoft Suite of Products, particularly Word, Excel and Outlook;
- Must have a minimum typing proficiency of 60 wpm;
- Must have good communication and organizational skills and the ability to work with minimal direction;
- Must have neat and legible penmanship;
- Knowledge of engineering terms would be considered an asset;
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**WORKING CONDITIONS:**

**Shift Work Req'd:** Error! No document variable supplied.

**PHYSICAL REQUIREMENTS:**

The physical demands analysis associated with this job indicates a sedentary level of work.

**POSTING SPECIFICS:**

**Who May Apply:**

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

**How To Apply:**

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

**Apply To:**

In person to the Human Resources Department

**Update:**

By Human Resources on February 1, 2017.

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In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.