



ADMINISTRATIVE ASSISTANT

\$49,000 to \$63,000 per annum (Salary Range under review)

Temporary Position (up to one year)

Working with an energetic, talented and committed team in the Policy & Planning Office, you will provide effective and efficient administrative support to the General Manager and departmental staff. This position is responsible for coordinating day-to-day activities, and maintaining confidentiality of corporate, administrative, and financial information. You will also be required to monitor the departmental budget, including tracking of expenditures and invoice processing.

Location: 20 Bay Street, Toronto

Qualifications: Work requires thorough knowledge of principles and practices of administrative techniques and office procedures normally attained through completion of post-secondary certification in office administration, or any combination of training, education, and experience deemed equivalent. Minimum of two (2) years' related experience providing good knowledge of office procedures including coordination of meetings, agendas, minutes and the development of correspondence for senior level staff. Completion of courses relevant to business administration would be an asset. Excellent oral and written communication skills. Strong organizational skills and the ability to work independently are essential. Must be proficient in the use of word processing computer applications including presentation media or other applications relevant to the position. Experience in budgeting and reconciliation process is an asset.

Applications or resumes must be received by the Human Resources Office, Metrolinx, 20 Bay Street, Suite 600, Toronto, M5J 2W3, email: humanresources@gotransit.com, no later than **September 26, 2009**, quoting **File Number 09-213**.

Only those selected for an interview will be contacted.

AN EQUAL EMPLOYMENT OPPORTUNITY

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