

Job Title: SUPPORT ASSISTANT B

Job ID: 24885

Job Category: Administrative

Division & Section: Purchasing & Materials Management, Program Support & Policy Development

Work Location: City Hall, 100 Queen St W, Toronto, M5H 2N1

Job Type & Duration: Full-Time, 1 permanent

Hourly Rate and Wage Grade: \$32.21 - \$35.30, TF0005, Wage Grade 8

Shift Information: Monday to Friday, 35 hours per week

Number of Positions Open: 1

Posting Period: 3rd-May-2022 - 17th-May-2022

The **Purchasing & Materials Management Division** is a critical function within the **City of Toronto's** complex multi-site, multi-division and multi-stakeholder environment, partnering with all City divisions, designated agencies and corporations in order to procure goods and services at the best value. As part of its commitment to ensuring open, fair, equitable and accessible business processes and practices, the Division utilizes a fair and transparent procurement process, provides leadership and quality customer service, and implements the highest standards of business ethics across the organization.

Reporting to the Supervisor, Operations Support, and the Support Assistant B will provide variety of administrative functions, including collecting, tracking and processing of various documents.

Major Responsibilities:

- Performs varied administrative tasks involving the preparation, research, summary and reconciliation of data and the control and expedition of documents
- Prepares and processes documents/statistical summaries/reports etc. Assesses and analyses data. Drafts and signs correspondence
- Checks work for accuracy and conformity with regulations, policy and procedures and corrects/resolves outstanding/incorrect items. Identifies issues and recommends solutions. Performs complex calculations
- Directs, coordinates, schedules and trains assigned staff. Checks/verifies work of assigned staff
- Operates office equipment and computers utilizing a variety of software packages, applying speed and skill. Prepares presentation material. Utilizes detailed layout and formatting
- Co-ordinates and maintains a complex record/retrieval system. Maintains supplies inventories
- Responds to e-mails, telephone and in-person inquiries from senior staff, the public, agencies and other levels of government utilizing in-depth knowledge of procedures, regulations and criteria
- Monitors and balances petty cash
- Coordinate meetings via WebEx, attend meetings, take/transcribe/distribute minutes and provide status report on follow up action items

Key Qualifications:

Your application must describe your qualifications as they relate to:

1. Experience performing financial and purchasing related duties.
2. Considerable experience in clerical and administrative duties in a customer service oriented environment, some of which must be related to the job duties.
3. Considerable experience with computer based financial information system such as SAP.
4. Considerable experience with Microsoft Office Suite (e.g. Word, Excel and PowerPoint), database software (Access), and Adobe Acrobat.
5. Considerable experience in the preparation and formatting of complex reports, charts, graphs and statistical data.
6. Considerable experience providing front line customer service, responding to inquiries from staff, vendors, Council, officials and the public by phone, in person and in writing.

You must also have:

- Strong organizational, analytical, problem solving and multi-tasking skills with the ability to meet deadlines, handle competing priorities. Knowledge of records management principles and systems.
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- Ability to communicate effectively, and facilitate interaction with management, employees and representatives from external agencies including the general public.
- Ability to prepare detailed correspondence, summaries, statements and documentation requiring the interpretation and application of a wide range of administrative/accounting /payroll/purchasing practices.
- Good knowledge and understanding of City's By-Laws, policies and procedures with respect to purchasing, accounting, accounts payable, accounts receivable and financial reporting.

Note: All City of Toronto employees are required to be fully vaccinated as a condition of hire in accordance with the City's [Mandatory Vaccination Policy](#). Candidates will be required to show proof of vaccination during the recruitment process.

Social and Environmentally Responsible Procurements:

Through its procurement process, the City of Toronto is committed to creating jobs and driving inclusive economic growth through the City's Social Procurement Program which encourages supplier diversity and the implementation of workforce development. Learn more

about the City's Social Procurement Program on the City's website at: <https://www.toronto.ca/business-economy/doing-business-with-the-city/social-procurement-program/>

In addition, The City is also committed to increasing the development, awareness and purchase of environmentally preferred products that are less harmful to the environment. Learn more about the City's Environmentally Responsible Procurement Policy at: https://www.toronto.ca/wp-content/uploads/2017/08/8e27-environment_procurement.pdf

NOTE TO INTERNAL FULL-TIME AND PART-TIME CITY OF TORONTO EMPLOYEES:

City of Toronto employees must apply to full-time or part-time employment opportunities posted on the City's **Internal** Job Posting Portal.

Equity, Diversity and Inclusion

The City is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to [employment equity](#).

Accommodation

The City of Toronto is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. [Disability-related accommodation during the application process is available upon request](#). Learn more about the City's [Hiring Policies and Accommodation Process](#).