

EXECUTIVE ADMINISTRATIVE ASSISTANT

Organization:	Workplace Safety and Insurance Appeals Tribunal
Division:	Executive Services
City:	Toronto, ON
Job Term:	1 temporary contract (12 month duration)
Job Code:	Individual Contributor 5 (I05)
Salary Range:	\$54,809.00 to \$74,538.00 per annum
Posting Status:	Open

Looking for an opportunity to work in a position that is the focal point of activity for the Executive Offices of the Workplace Safety and Insurance Appeals Tribunal (WSIAT)? We are seeking a highly motivated and experienced individual to apply their knowledge and experience in the legal administrative support field at a senior level. This is an excellent opportunity to work with a dynamic team of senior staff in a convenient downtown location.

About Us:

The WSIAT is committed to fostering and sustaining a diverse, inclusive, equitable and accessible workplace. The WSIAT is a highly specialized adjudicative Tribunal that hears the appeals of final decisions of the Workplace Safety and Insurance Board.

What can I expect to do in this role?

As an Executive Administrative Assistant, your duties may include the following:

- Provide executive administrative support and coordination for the Executive Offices of the Workplace Safety and Insurance Appeals Tribunal, including the Chair and related executive committees, and assist with other administrative activities in the Executive Offices
- Participate in weekly review meetings with senior staff in the Executive Offices to plan, schedule and assess priority items for action
- Monitor, track and report on work flow, maintaining and managing forward deadlines including notifying managerial staff of pending action items and following up on due dates on behalf of the Executive Offices
- Provide input and recommendations on the development and implementation of administrative procedures, systems and practices for the Executive Offices, and suggest process improvements to internal clerical and administrative processes
- Maintain calendars and schedule meetings for the Executive Offices, including liaising with internal and external parties to determine availability, gathering and distributing information, and keeping apprised of the activities in the department as a whole in order to prioritize issues accordingly
- Plan and organize arrangements for meetings, teleconferences, and video conferences using Zoom / Teams and Webinar for the Chair, senior Executive staff and various committees, including developing agendas, preparing and distributing supporting documents, and ensuring technical support when required
- Provide communications support through composing e-mails, reports, and other documents in response to internal and external queries
- Research, develop and compose a wide variety of executive information materials such as correspondence, presentations, statistics, reports, briefing notes, proposals and other documents for the Executive Offices
- Review, proofread and edit a variety of documents, suggesting changes in content, determining appropriate style/layout, and ensuring accuracy in spelling, grammar, legal/medical terminology, and format, ensuring documents conform to established Executive Office formats and procedures.
- Administer procurement of office supplies and services for the department, including dealing with service providers and vendors
- Organizing and administering expense claims for the Chair and other executives, reviewing them for accuracy and coordinating for payment through the Finance Department
- Administer the Chair and other executives' workshop and conferences registrations, travel and accommodations, and coordinate memberships as required

How do I qualify?

Knowledge:

- Knowledge and understanding of Ontario's workplace safety and insurance system, including general knowledge of the Workplace Safety and Insurance Act and other relevant legislation, procedures, and guidelines; or knowledge and

experience in a similar quasijudicial environment or demonstrated ability to acquire this knowledge and work in this environment, in order to provide a range of executive administration and coordination services to the Executive Offices

- Thorough knowledge and understanding of a broad range of office administration and financial methods , processes and procedures in order to perform a wide range of work tasks and provide effective support to the Executive Offices
- Demonstrated knowledge of and experience in senior level administrative support functions, in order to provide high level support to the Chair and other executives

Communication, Analytical and Organizational Skills:

- Excellent oral and interpersonal skills to respond to inquiries and liaise with internal and external parties on behalf of the Executive Offices, using a high degree of discretion, tact and diplomacy
- Demonstrated writing and editing skills to create correspondence and reports, prepare presentations, and efficiently produce materials
- Excellent attention to detail to review and proofread documents prepared by others for accuracy and completeness
- Excellent planning, organizational and coordination skills in order to perform a wide variety of administrative and complete work in a timely manner
- Ability to work well under pressure, in order to determine priorities and respond to deadlines while balancing competing demands in a fast paced environment
- Strong analytical and problem solving skills to analyze and problem solve issues, determine the importance and urgency of issues, and respond effectively
- Demonstrated ability to work effectively both independently and in a team environment, to take initiative and exercise sound judgment

Computer Skills:

- Advanced knowledge and utilization of all MS Office applications (e.g. word processing, spreadsheet, presentation, scheduling, e-mail applications, Microsoft 365) and computerized case tracking systems, to conduct research and produce a range of reports, materials and communications

Additional Information:

Address: 505 University Avenue, Toronto
Compensation Group: Management Compensation Plan (MCP)
Posted on: April 17, 2023

How to Apply:

For **INTERNAL** candidates, please follow these directions:

1. Please log onto your ADP account and select Myself>Talent>Career Centre.
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at Recruitment@wst.gov.on.ca. Recruitment staff will contact you within 48 hours.

For **EXTERNAL** candidates, please follow these directions:

1. Please submit your resume and cover letter through our online [WSIAT Career Centre](#)
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, please show how you demonstrated the requirements for this job.
3. If you require accommodation for a disability during any stage of the recruitment process, please notify us at Recruitment@wst.gov.on.ca. Recruitment staff will contact you within 48 hours.

Remember: The deadline to apply is end of day Monday, May 1st, 2023. Late applications will not be accepted. We thank you for your interest. Only those selected for further screening or an interview will be contacted.

**The Workplace Safety and Insurance Appeals Tribunal is an inclusive employer.
Accommodation is available under the Ontario Human Rights Code.**