



# Legislative Assembly of Ontario

## Office Supervisor

Keeping Ontario's Legislative Assembly running smoothly takes many talented people, doing many different jobs—from camera operators and committee clerks, to purchasing officers and researchers. The Office of the Assembly is dedicated to serving Ontario's Parliament.

Together, we provide non-partisan administrative and procedural services to all MPPs, as well as operational support for the daily activities of the Legislative Assembly of Ontario. Our success is determined by the strength and diversity of our staff and by supporting our core values: integrity, inclusiveness, collaboration, and excellence.

The Legislative Assembly of Ontario is seeking an **Office Supervisor** who, as part of our Precinct Properties Branch, in Toronto, ON, will administer and manage the support functions of the Branch, including the financial, administrative, reception and Call Centre activities.

### What You'll Do

#### You'll act with integrity to:

- Demonstrate a high degree of professionalism in a non-partisan support role
- Exercise tact, diplomacy and good judgement in a fast-paced, politically sensitive environment when dealing with MPPs, staff of the Legislative Assembly, the general public, and other external clients

#### You'll support our collaboration as you:

- Provide supervisory functions to administrative staff with central functions to the Branch, including management of work performance.
- Provide office support functions for the Branch including report and meeting minutes preparation, calendar management, planning meetings/events, maintaining office equipment, software and supplies, etc.
- Maintain all Branch records, ensuring required records are consistently kept up to date; and coordinate retrievals of documents, both digital and hard copy
- Maintain the central filing policies and procedures
- Participate in the development, formulation, and revision of policies, procedures and guidelines related to administrative services
- Support the Branch in accurately preparing and/or issuing various documents while maintaining confidentiality
- Manage the Branch administrative budget, and assist in the management in the over-Branch budget
- Provide ongoing support for the Branch Call Centre phone line, periodically directing and tracking client service requests
- Perform other related activities as required

## How You Qualify

### You demonstrate excellence through your:

- Completion of a post-secondary education in an applicable field
- 5+ years of high-level office administration experience
- In-depth knowledge of budget processes and financial tracking practices
- Organization skills, attention to detail, and ability to multitask
- Comprehensive computer skills including Microsoft Office Suite of applications
- Experience effectively and proactively managing staff
- Flexibility as a team player and strong interpersonal and communication skills, both oral and written

### If you join our team, you can expect:

- A comprehensive benefits and pension package
- Access to an employee and family assistance program
- A dynamic work environment
- To work with a team of dedicated professionals
- To be encouraged and supported to grow your career through training and development
- Long Service Recognition Awards
- Flexible workplace options may be available

**Salary Range:** \$68,671 to \$107,149

If you share our values and are interested in this position, please visit us at [www.ola.org](http://www.ola.org) and select Careers for more details. File No.: **LA-2023-55** Closing Date: **Thursday, May 25, 2023**

The Legislative Assembly of Ontario embraces diversity and, as an equal opportunity employer, is committed to creating an inclusive workplace while establishing a diversified qualified workforce. If you require accommodation in order to participate in the recruitment process, please email your contact information to [hr@ola.org](mailto:hr@ola.org) for follow-up.

While we appreciate your interest in obtaining employment with the Legislative Assembly of Ontario, only those selected for an interview will be contacted.