

Open to the Public
Executive Administrative Assistant/Officer

Department of Workforce, Advanced Learning and Population
Location - Charlottetown

Full-Time Temporary Position
(Commencing Immediately until June 2024)

The Department of Workforce, Advanced Learning and Population is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Diversity & Inclusion Policy](#).

Reporting to the Executive Director, this is an integral position that supports the various sections of the Division including Student Financial Assistance, Continuing Education (GED and Private Training Schools), and Post-Secondary Education to ensure that operations are carried out smoothly and efficiently. The position performs service delivery administrative functions and supports operational systems related to business activities in Divisional areas of responsibility, and in accordance with legislative requirements.

Duties will include:

- Prepare correspondence, reports, memoranda, presentations, letters and other documentation, on a variety of subjects including confidential topics for the Executive Director and Divisional Managers;
- Receive, sort, and distribute incoming mail and handle daily inquiries for the Division while ensuring that matters requiring attention are appropriately referred;
- Assist the Executive Director and Divisional Managers with personal time management by scheduling meetings and appointments, coordinating meetings and/or travel arrangements, and preparation of travel claims;
- Assist the Executive Director and Divisional Managers in business/financial related interactions with all levels of governments, respective agencies, and post-secondary institutions;
- Functions as support to the Executive Director and Managers by preparing, assembling and distributing agenda materials; attends meetings, takes minutes as required; follows-up on actions taken and notifies appropriate parties;
- Answer inquiries and provide information on the GED Program to applicants, Holland College staff, GED Learning Centers, Educational institutions and the Provincial Correctional facilities to promote public understanding of the GED program;
- Adhere to strict GED Testing Service policies and procedures for GED testing, order paper-based testing materials from GED Testing Service and maintain the security of all testing materials;
- Prepare GED transcripts and certificates, and mail out to clients;
- Provide support to the Administrator of Private Training Schools for various responsibilities as provided by the *Private Training School (PTS) Act* including the coordination of student/program information from PTS operators, collecting and tracking relevant data, and coordinating with subject matter experts for program reviews;
- Liaise with Private Training School operators in terms of processing new applications, registrations, instructor authorizations, and account receivables;
- Responsible to enter all approved invoices into Oracle for approval and payment; flags potential issues and time sensitive payments and other duties as required.

Minimum Qualifications:

- Successful completion of a post-secondary program in business/finance, secretarial /office studies or a related program
- Extensive work-related experience
- [Demonstrated equivalencies will be considered;](#)
- Experience producing documents, invoices, statistical information with an ability to analyze info/data and demonstrate strong attention to detail.
- Effective writing skills and excellent communication, and interpersonal skills.
- A demonstrated ability to work well independently or within a team environment.
- Proficiency in Microsoft Office Suite and other related computer software including Oracle
- Flexibility to tackle a broad range of tasks in diverse program areas, an ability to work proficiently with a demanding workload, and prioritize accordingly.
- Excellent attendance record and provide an acceptable Criminal Record Check prior to beginning employment

Other Qualifications:

- Knowledge of applicable Provincial legislation/ regulations, and Executive Council/Treasury Board policies are considered an asset.

Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Salary Range: \$25.40 - \$28.84 per hour (Level 11)
Bi-Weekly Hours: 75.0 hours bi-weekly
Posting ID: 157880-0623WATI
Closing Date: Wednesday, August 9, 2023 **4:00 p.m.**

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return application forms to the PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, CIA 7N8. Applications may be sent by fax to (902)368-4383. DUE TO THE FACT THAT RECEIPT OF APPLICATIONS BY FAX CANNOT BE GUARANTEED, APPLICANTS TRANSMITTING THEIR APPLICATIONS BY FAX MAY WISH TO CONFIRM RECEIPT BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE. Please ensure that the appropriate Posting I.D. number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government Office, ACCESS PEI Centre, Regional Services Centre, or by telephoning (902) 368-4080.

