



EMPLOYMENT OPPORTUNITY

OWEN SOUND TRANSPORTATION COMPANY, LIMITED POSITION DESCRIPTION FOR:

Position: Executive Assistant/Senior Business Planner

Reports to: President & CEO

Location: Owen Sound, ON

About the OSTC:

The Owen Sound Transportation Company (OSTC) is one of Ontario's largest ferry operators with a highly experienced and dedicated staff providing state-of-the-art passenger, vehicle and cargo transportation services to northern and southwestern Ontario waterways.

We are currently seeking an **Executive Assistant/Senior Business Planner** reporting to the President/CEO, to join our fast-paced team. The OSTC is an operational enterprise Agency of the Province of Ontario, operating the safe, efficient and reliable ferry transportation primarily through the operation of three seasonal passenger, vehicle and commercial vehicle ferry services; M.S. Chi-Cheemaun on the Tobermory to South Baymouth route, M.V. Niska 1 on the Moosonee to Moose Factory route, and M.V. Jiimaan and M.V. Pelee Islander on the Leamington/Kingsville to Pelee Island and Sandusky, Ohio routes.

The primary role of the **Executive Assistant/ Senior Business Planner** is to develop and coordinate portfolio oversight ensuring the OSTC is in compliance with the province's open and transparent accountability directives. You will support the planning and development of the annual business plan, production, coordination of the annual report, and various reporting material requested by our stakeholders.

The OSTC agency works with several stakeholders, provincial ministries, authorities, and regulatory bodies to achieve operational objectives. We offer excellent growth opportunities, benefit package, flexible schedule and trusting environment.

Key Responsibilities & Required Skills:

Leadership and Project Management:

- Project planning - plans, prioritizes and control projects and ensure the delivery of timely, high-quality projects;
- Provides advice and briefings regarding issues and agreements;

- Works with senior managers and staff in other areas of the ministry and government to respond to routine inquiries, supply materials, expedite document processing, obtain information and coordinate activities within company;
- Performs research and analyzes current trends, business process solutions and best practices to provide expertise to ensure continuous improvement and facilitate business planning for the company;
- Supports the development of bid proposals, procurement and request for services following the applicable guidelines;
- Leads develop of business cases, presentations and submissions;
- Exercises negotiation, facilitation and collaboration skills to liaise with internal and external contacts, conduct consultations, and develop solutions to contentious business issues;
- Coordinates administrative support for OSTC Board of Directors.

Computer Skills:

- Intermediate ability to use computer applications including word processing: MS Word, Excel, PowerPoint and Outlook.

Interpersonal/Influencing Skills:

- Able to work independently and a part of a team in a busy office environment with multiple deadlines in a fast-paced office environment;
- Establishes effective relationships with senior ministry officials to assist government in setting priorities, undertake planning, and ensuring actions are consistent with government strategic policy, communications, and fiscal planning;
- Excellent interpersonal skills and experience dealing positively with others.

Qualifications:

- Post-secondary degree in business administration, human resources, public administration, policy or economics.
- Experience providing senior administrative support to senior leaders.
- Availability to travel on occasion.
- Must have a valid Ontario Class "G" driver's license and maintain a good driving record.

Assets:

- Ability to speak, write and read French would be an asset but not required.
- Marine Sector knowledge would be useful but not essential.
- Recent or current experience working within government would be an asset but not required.

Site Location: Owen Sound, ON. Occasional evening/weekend work when required.

Salary Range: \$62,500 – under review

Benefits: Comprehensive Health Benefit package

Pension Plan: Ontario Pension Board www.opb.ca

How to Apply

Please email cover letter and resume to: susan.schrempf@ontarioferries.com with “**Executive Assistant/Senior Business Planner**” in the Subject field.

Or,

Hand-deliver to:

OSTC President & CEO

RR5 Fire# 717875 Highway 6 North (Springmount), Owen Sound

Application deadline: March 31, 2020

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, personal information is collected under the authority of the Act and will only be used for candidate selection. The Owen Sound Transportation Company Limited is an equal opportunity employer. Accommodation will be provided in accordance with the AODA and the Ontario Human Rights Code.