

# Employment Opportunity

## ADMINISTRATIVE ASSISTANT

**OFFICE OF THE AUDITOR GENERAL**  
(80 Grafton Street, Charlottetown, P.E.I.)

### **FULL-TIME PERMANENT EXCLUDED POSITION** (Commencing Immediately)

The Administrative Assistant is responsible to provide high Executive level administrative support services to the Auditor General and Executive Leadership Team. This position also provides administrative support and resources for all professional staff of the Office of the Auditor General of PEI. The incumbent is required to work independently and make decisions, and judgement calls with respect to dealing with staff, building issues and other work units.

#### **Duties:**

- Under the direction of the Auditor General, manage the smooth operation of the work environment by handling day to day situations and issues and ensuring matters requiring attention are referred to the proper authority and/or handled in such a manner as to minimize negative consequences.
- Screen mail, information requests and telephone inquiries, flag and/or summarize information to facilitate replies and provide appropriate information and/or refer requests to the correct source for response by using appropriate interview and analytical techniques.
- Coordinate the completion of all reports, including formatting, printing and getting ready for tabling.
- As directed by the Executive Leadership Team, format correspondence as required for review and forwarding to the appropriate parties.
- Responsible for the Onboarding orientation of all new staff. As well ensuring all paperwork has been completed.
- Responsible for entering new hires, payroll changes and terminations into PeopleSoft. As well as approving leave and reconciliations daily or as needed.
- Responsible for entering invoices and travel claims for Office staff into the Oracle database.
- Maintaining Office Timesheet database by approving weekly, entering new work orders, printing reports and rolling over into the new year.
- Maintaining Office filing system and assist with the filing of Treasury Board and Executive Council documents, as per Office guidelines.
- Work with the Communications Officer to maintain website material.
- Coordinate all IT needs with the Province's ITSS department i.e. computers for new hires, computer issues, and organizing the replacement of computers as required.
- Act as the Office Telecommunication Liaison Officer (phone/fax installs, moves, disconnects, etc.);
- Responsible for submission of Public Disclosure reports on a quarterly basis;
- Coordinate and maintain the building access fob system;
- Coordinate schedules, appointments, meetings and travel arrangements while keeping in mind priorities and deadlines which will affect the smooth operation of the Auditor General's Office.
- Ordering supplies for the Office as required (stationary, etc.)

#### **Minimum Requirements:**

- Successful completion of a recognized secretarial/office studies program and extensive related experience at a senior level; training and extensive experience in word processing, org charts and spreadsheets.
- Demonstrated equivalencies will be considered.
- Knowledge of the Office of the Auditor General and other government offices.
- Proficiency in oral and written communication skills as well as strong ability to work well with others.
- High level of confidentiality required as the position deals with confidential information, HR matters such as creation of positions, compilation of budget material, and Executive Council and Treasury Board documents.
- Ability to deal with sensitive and confidential issues using developed discretion and judgement.
- Ability to meet deadlines and respond to frequently changing deadlines.
- The successful applicant must have a good previous work attendance record.

#### **Other Qualifications:**

- Completion of an Administrative Professional's Development Program at UPEI would be an asset;
- The successful applicant must provide a satisfactory Criminal Records Check prior to beginning employment; and
- Familiarity with Oracle applications, PeopleSoft, Excel and Caseware.

We thank all those who apply, however, only those selected for further consideration will be contacted. Final candidates will be asked to provide a criminal records check. An offer of employment is conditional upon the completion of all background checks and confirmation of all credentials, the results of which must be satisfactory to the employer. Please submit resumes and covering letter to Denise Doiron at [dadoironHR@assembly.pe.ca](mailto:dadoironHR@assembly.pe.ca) by October 17, 2025.

**Salary Range:** \$28.93 - \$34.44 per hour (Excluded Level 13) \$56,414 - \$67,158 annually  
**Posting Id:** 03AG2510  
**Bi-Weekly Hours:** 75 hours bi-weekly  
**Closing Date:** October 17, 2025, at 4:00 p.m.