

Compliance Support

Position Status:	Temporary Assignment to March 31, 2025 (with the possibility of extension)
Posting Status:	Open
Location:	26 Prince Andrew Place, Toronto, ON M3C 2H4 (Don Mills & Eglinton)
Salary Range:	\$49,741 - \$65,762 per year
Hours of Work:	36.25 per week
Posting Date:	January 9, 2025
Closing Date:	January 16, 2025

Who we are

The Office of the Chief Electoral Officer (Elections Ontario) is an independent, non-partisan office of the Legislative Assembly of Ontario, responsible for administering provincial elections, by-elections, and referenda in Ontario. We are committed to making voting easy and accessible for all electors, while maintaining the integrity, security, and transparency of the electoral process.

Join our team

The Compliance Division is responsible for administering the registration and compliance requirements of the *Election Finances Act* and the compliance requirements of the *Election Act*. We are seeking a highly organized and detail-oriented professional to provide support completing a variety of administrative and clerical tasks, as well as coordinate and compile information for projects.

What to expect in this role

Reporting to the Managers within the Compliance division, you will:

- Provide general administrative and clerical duties, photocopying, filing, and maintaining records for registered entities.
- Answer and direct incoming telephone calls from the division's main line.
- Maintain divisional filing and record keeping in compliance with corporate policies and records management standards.
- Perform data entry as required.
- Prepare correspondence and reports, using MS Office computer software.
- Update documents electronically, edit and proofread materials for accuracy, prepare letters and assist with mailings.

What you need to qualify

- Demonstrated administrative/clerical skills along with the ability to work with limited direction amid competing priorities/deadlines.
 - Must be able to work Monday to Friday from 8:30 a.m. to 4:30 p.m.
 - Ability to work well in a team environment.
 - Excellent verbal and written communication skills.
 - Detail-oriented with demonstrated organizational skills.
 - Ability to learn quickly and manage workload within defined timelines.
 - Proficiency using Microsoft Office suite of tools.
 - Ability to become familiar with compliance practices, processes, and procedures.
 - Must be legally entitled to work in Canada.

Elections Ontario offers alternative work arrangements (Telework or Compressed Work Week). This position requires in-office presence 4 to 5 days per week, based on operational requirements.

How to apply

Our recruitment process reflects our mission to uphold the integrity and accessibility of the electoral process and to manage elections in an efficient, fair, and impartial manner. We offer career growth opportunities and a competitive rewards program.

Please submit your cover letter and resume as one attachment, quoting File #EO-2025-03 in the subject line, to hr@elections.on.ca no later than **January 16, 2025**.

We thank all applicants for their submission. Only those candidates selected for an interview will be contacted.

How to request an accommodation

Elections Ontario is an equal opportunity employer. We are committed to fostering an inclusive, equitable and accessible environment, where all employees feel valued, respected, and supported.

Under the *Accessibility for Ontarians with Disabilities Act* and the *Ontario Human Rights Code*, we provide accommodations to applicants with disabilities throughout the recruitment and selection process. If you require a disability-related accommodation to participate, please call 1-888-668-8683, send a fax to 1-866-714-2809, TTY at 1-888-292-2312 or email hr@elections.on.ca.