

The District Municipality of Muskoka is currently recruiting for a Supply & Support Services Clerk



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Supply and Support Services Clerk is responsible for providing support, facilitating and coordinating the day to day supply, maintenance, operation, preparation and provision of corporate fleet, printing and production services, furniture, office supplies, uniforms, safety supplies and records destruction.

What you will do:

- Coordinate and support the supply, maintenance, inspection and operation of corporate fleet.
- Coordinate, develop, review, prepare and assemble a variety of printed and electronic material including, reports, tenders, manuals, and marketing material using internal and external resources.
- Develop, implement, maintain and control inventory and supplies for corporate fleet, printing, office supplies, furniture, uniforms and safety supplies.
- Provide departmental records management support, administrative tasks including filing, document processing, processing of financial information including expenditure tracking, generation of standard operating reports and recoveries, budget monitoring, input and recommendation.

What you will need:

- Minimum Grade 12 with up to 3 years of related experience or completion of a post-secondary program in office/business administration or fleet management with up to 2 years of related experience.
- Proven ability and operation knowledge of all related electronic machines and processes, including inventory control.
- Excellent interpersonal, computer and related skills for dealing with personnel and the general public.
- A valid Ontario driver's license

For a full outline of the responsibilities and requirements, please see the next page.

What we are offering

This is a **Temporary Full-time (up to 10 months)** opportunity at the District. The hourly compensation range for this role is **\$26.87 - \$29.44**. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect, Innovation, Service and Equity), please review the "How to Apply" instructions on our website and then submit your application: www.muskoka.on.ca/careers

This posting closes on Wednesday, February 28, 2024 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.

Department:	Finance & Corporate Services	Reports to:	Director, Facilities and Support Services
Effective Date:	March 2019	Supersedes:	March 2006 – formerly Office Supply & Services Clerk
Classification:	CUPE Inside Class 5	Job Evaluation Date:	September 2019

SUMMARY:

Provide support, facilitate and coordinate the day to day supply, maintenance, operation, preparation and provision of corporate fleet, printing and production services, furniture, office supplies, uniforms, safety supplies and records destruction.

MAJOR RESPONSIBILITIES (not limited to):

- Coordinate and support the supply, maintenance, inspection and operation of corporate fleet.
- Coordinate, develop, review, prepare and assemble a variety of printed and electronic material including, reports, tenders, manuals, and marketing material using internal and external resources.
- Develop, implement, maintain and control inventory and supplies for corporate fleet, printing, office supplies, furniture, uniforms and safety supplies.
- Develop, recommend and implement policies, procedures, forms and records as they relate to corporate fleet, printing, office supplies, furniture, uniforms and safety supplies.
- Provide departmental records management support, administrative tasks including filing, document processing, processing of financial information including expenditure tracking, generation of standard operating reports and recoveries, budget monitoring, input and recommendation.
- Act as a liaison between customer, suppliers, contractor, vendors and staff.
- Operate, maintain and train staff on a pallet truck to move pallets of paper throughout the building, freight elevator and loading dock.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Related duties as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Minimum Grade 12 with up to 3 years of related experience or completion of a post-secondary program in office/business administration or fleet management with up to 2 years of related experience.
- Proven ability and operation knowledge of all related electronic machines and processes, including inventory control.
- Excellent interpersonal, computer and related skills for dealing with personnel and the general public.
- Valid Ontario driver’s license.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.