

The District Municipality of Muskoka is currently recruiting for a Administrative Support 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

As the Administrative Support Clerk, you will be responsible for providing general administrative support to departmental programs and services. Additionally, this position is responsible for areas of specialty including collections, local systems support, employment and payment functions.

What you will do:

- Provide general administrative support to case management and departmental functions, including but not limited to: gathering statistics and information, preparing correspondence, scheduling resources and appointments, collection and payment of accounts, data entry, filing, photocopying, and general office procedures.
- Prepare and issue drug cards, income statements, manual cheques, and other documents related to the administrative support of department programs.
- Collect, organize and disseminate client-based data using a variety of databases and software programs.

What you will need:

- Graduation from a one-year Community College program, or equivalent, with specialization in office administration.
- One year of previous experience with proficiency in office procedures and proven computer skills.
- Demonstrated ability to communicate effectively and courteously with members of the public, both in person, telephone or electronically.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a **Temporary Full-Time opportunity** at the District for **up to twelve (12) months**. The hourly compensation range for this role is **\$24.17 - \$26.52**. 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 and Integrity, Innovative Leadership, Synergy and Experiences), 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 2, 2022 @ 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.