

# 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 facilitate the administrative support functions of one or more divisions through effective customer service and administration of communication, meetings, records management, work processes, and other information, as required. The current opening will support the Information Technology Services Team.

### What you will do:

- Provide administrative support to departmental staff including but not limited to: preparing correspondence and monthly reports, proof reading documents, gathering data, statistics and other information, scheduling resources, maintaining and distributing contact lists, maintaining and reconciling data bases, data entry, analyzing data for accuracy and, processing financial information including expenditure tracking.
- Receive, record, scan and distribute mail, facsimile and electronic transmissions to appropriate staff.
- Assist Management with coordinating information to meet project / assignment/ program timelines/ budgets.

### What you will need:

- Grade 12 diploma with three (3) years related experience or; completion of a one (1) year post-secondary program with one (1) year related experience.
- Excellent customer service and communication skills (oral and written) with the ability to respond to and communicate effectively in-person, over the phone or via written correspondence, including tactfully handling or escalating difficult situations.
- Demonstrated ability to effectively utilize relevant software applications.


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

## What we are offering

This is a **permanent full-time** opportunity at the District. The hourly compensation range for this role is **\$24.17 - \$26.52**. The District is also proud to offer the following to our permanent 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](http://www.muskoka.on.ca/careers)

**This posting closes on Wednesday June 15, 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.