



External Posting
Administrative Support Clerk
Temporary, Full-time, up to 6 months

Posting Date: Wednesday, August 14, 2019

Closing Date: Wed, August 28, 2019 @ 12:00 NOON

Wage: \$ 23.08 - \$ 23.92 per hour

Classification: CUPE Inside Class 4

The Children's and Seniors Services Team is looking for a temporary full-time Administrative Support Clerk to join their team on a temporary full-time basis for a period of up to six (6) months! Reporting to the Manager, Children's and Seniors Services, this role provides general administrative support to the full team providing a wealth of services for both children and seniors in the Community. This job will work a 35-hour work week, Monday to Friday.

Responsibilities of the Administrative Support Clerk will include, but not be limited to:

- Provides 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.
- Prepares and issues drug cards, income statements, manual cheques, and other documents related to the administrative support of department programs.
- Collects, organizes and disseminates client-based data using a variety of databases and software programs.
- Liaises with department staff and third party agencies/vendors in the provision of information, payment of accounts and/or scheduling of appointments.
- Liaises with clients in the completion of documents, scheduling of appointments, delivery of information and referral to departmental and community resources; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- Graduation from a one-year Community College program, or equivalent, with specialization in office administration;
- Proficiency in office procedures and computer skills; and
- One year of previous experience

We would expect that your strengths will include organizational and interpersonal skills as well as the ability to communicate effectively in a variety of situations.

If you have the necessary skills, experience and qualifications, and are willing to commit to a six month contract term, please review the "**How to Apply**" instructions on our Website before submitting your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.