

External Posting

Posting Date: Wednesday January 6, 2021

Wage: \$ 23.61 - \$ 26.13 per hour

Closing Date: Friday January 15, 2021 @ 12:00 NOON

Classification: CUPE Inside Class 4

The Finance and Corporate Services department is currently looking for a:
Temporary Full-time Administrative Support Clerk (up to 3 months)

This is a generic Admin Support job, with the current vacancy residing on the **Information Technology Services Team**. Management reserves the right assign employees to any portfolio/ location within the District of Muskoka without reposting.

The Administrative Support Clerk facilitates 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.

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

- 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
- Communicate and may coordinate with other District departments, and provides superior customer service, acting as a first point of contact for visitors, community stakeholders and service providers – this includes but not limited to: reception duties, greeting and responding to public inquiries (in person, over the telephone, or electronically), responding to customer needs, and distributing service requests for action to the appropriate staff.
- Maintain division files and record keeping systems including electronic files, scanning, records retention, and follow-ups.
- Assist in the generation, collection, processing and filing of purchase orders, work orders, timesheets, invoices (including processing and reconciling payments) and other documentation as necessary to maintain accurate operations records.
- Arrange/ schedule divisional meetings and training, and assist with agenda preparation and minute taking of meetings, as required.
- Assist with monitoring and updating sections of the District of Muskoka website in accordance with Communications' direction, policies or procedures.
- Research, compile data and prepare preliminary /draft reports and correspondence for the Management team.

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

- 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.
- Valid Ontario driver's license

As the Administrative Support Clerk, you will be able to demonstrate the ability to communicate effectively and courteously with employees and members of the public, both in person, by telephone or electronically. You will have strong organizational, analytical and interpersonal skills as well as demonstrated technological proficiency, with good oral and written communication skills.

This job may be required to work under a work from home arrangement – with occasional in-person at District offices. The need for a work from home arrangement will be revisited as the District continues to address safety related to the COVID-19 pandemic. If you are considered for the job, clearance on all applicable background checks (which may include criminal and educational) and professional reference checks is required.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the "How to Apply" instructions on [Our website](#) and then submit your application.

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

The District Municipality of Muskoka is committed to employment equity and diversity in the workplace and welcomes applications from women, racially visible individuals, people with disabilities, Indigenous peoples, and LGBTQ+ persons.

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.