



External Posting
Administrative Support Clerk (Facilities) – Permanent, Part-time

Posting Date: Wednesday, March 27, 2019

Closing Date: **Wednesday, April 10, 2019**

Wage: \$ 23.08 - \$ 25.32 per hour

Classification: CUPE Inside Class 4

As the District continues to grow and evolve, we have had an opportunity come available for a **permanent part-time Administrative Support Clerk** with our Facilities team in the Finance and Corporate Services department. Reporting to the Director, Facilities and Support Services, this role will provide a variety of clerical administrative support services.

This job is a 0.5 FTE, resulting in an estimated work week of up to 17.5 hours, Monday to Friday.

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; gathering data, statistics and other information; scheduling resources; maintaining and distributing contact lists; processing financial information including expenditure tracking.
- Receive, record, scan and distribute mail, facsimile and electronic transmissions to appropriate staff.
- Receive and distribute verbal and written service requests from the public and staff following applicable processes and customer service policies.
- Maintain electronic and hard copy filing system, including technical filing and reports.
- Assist in the generation, collection, processing and filing of purchase orders, work orders, timesheets, invoices and other documentation as necessary to maintain accurate operations records.
- Arrange departmental meetings and training. Assist with agenda preparation and take minutes of meetings as required.
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.

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

- Graduation from grade 12 with 3 years related experience or completion of a 1 year post-secondary program with 1 year related experience.

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 role is required to hold a valid Ontario driver's license.

If you have the necessary skills, experience and qualifications, please review the **"How to Apply"** instructions on our Website before submitting your application.

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.