



External Posting

Posting Date: Wednesday, September 16, 2020

Closing Date: Wednesday, September 30 @ 12:00 NOON

Wage: \$ 23.08 - \$ 25.32 per hour

Classification: CUPE Inside Class 4

The Planning Services Division of the District's Community and Planning Services Department is currently looking for an:

Administrative Support Clerk Temporary Full Time – up to 6 months

This role will provide administrative support services to the Planning, Environmental and GIS groups. A knowledge of, and interest in, the work completed by these groups will be an asset to the successful incumbent to this vacancy.

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; and, processing financial information including expenditure tracking.
- Receive, record, scan and distribute mail, facsimile and electronic transmissions to appropriate staff.
- Liaise with clients, customers and staff in person, virtually, by phone and/or by email as a first point of contact within the Division/Department(s).
- Receive and distribute verbal and written service requests from the public and staff following applicable processes and customer service policies.
- Maintain departmental 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 and other documentation as necessary to maintain accurate operations records.
- Arrange/ schedule departmental meetings and training, and assist with agenda preparation and minute taking of meetings, as required.
- Assist in the coordination and implementation of various projects and assignments.
- Assist with monitoring and updating sections of the District of Muskoka website in accordance with communications direction, policies or procedures.

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

- Graduation from Grade 12 with three (3) years related experience; or completion of a one (1) year post-secondary program with one (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.



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.

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.