



EXTERNAL JOB POSTING ADMIN-24-06

Finance Department

Office Clerk, All Wards

Date Posted: March 4, 2024

Job Type: Casual

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$20.85/hr

GENERAL

The Municipality of Greenstone Office Administration Department requires two casual Office Clerks. The positions will be responsible for providing counter and phone reception, receipt and bank deposit preparation. The position will also act as a resource for other departments.

QUALIFICATIONS

- Minimum of Grade 12 education
- Two years office or municipal experience
- Working knowledge of computer applications such as iCity, Excel and Word
- Proficient in both official languages (oral/written) an asset

REPORTING RELATIONSHIP

- Reporting to the Manager of Finance & Accounting

HOURS OF WORK

- Hours vary dependent upon absences of full time and part time staff.
- There are no guaranteed hours of work.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on March 18, 2024 to:

Al Gordon, Manager of Human Resources
Municipality of Greenstone Administration Office
PO Box 70, 1800 Main Street
Geraldton ON POT 1M0

Email: al.gordon@greenstone.ca
Fax: (807) 854-1947

