

EXTERNAL JOB POSTING ADMIN-24-06

Finance Department Office Clerk, All Wards

Job Type: Casual

CUPE LOCAL 3045 Rate of Pay: \$20.85/hr

Date Posted: March 4, 2024 Current Job Description Applies

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

Only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected, and will only be used for the purposes of candidate selection. The Municipality of Greenstone is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.