



EXTERNAL JOB POSTING Admin-21-06
Office Administration Department
Office Clerk, Geraldton

Date Posted: August 30, 2021
Current Job Description Applies

Job Type: Temporary Full Time (3 months)
CUPE LOCAL 3045 Rate of Pay: \$19.45/hr

GENERAL

The Municipality of Greenstone Office Administration Department temporary full time Office Clerk in Geraldton. The position 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 Office Manager

HOURS OF WORK

- 35 hours per week

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 pm, Tuesday September 7, 2021 to:

Al Gordon
Manger, Human Resources
Municipality of Greenstone Administration Office
1800 Main St., Box 70
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.