



INTERNAL JOB POSTING ADMIN-24-09

Finance Department

Office Clerk, Beardmore

Date Posted: April 18, 2024

Job Type: Temporary Vacancy

Current Job Description Applies CUPE LOCAL 3045

Rate of Pay: \$20.85/hr

GENERAL

The Municipality of Greenstone Office Administration Department requires a temporary Office Clerk at the Beardmore ward office for eight weeks. 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

- 7 hours per day, 35 hours per week, Monday to Friday 8:30 a.m. to 4:30 p.m.

A detailed job description is available upon request.

Applicants must apply in writing by no later than 4:30 p.m. on April 25, 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

