

# **INTERNAL JOB POSTING ADMIN-24-09**

Finance Department Office Clerk, Beardmore Job Type: Temporary Vacancy 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

Date Posted: April 18, 2024

**Current Job Description Applies** 

- 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 1MO 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.