



Employment Opportunity

The Community Services Department is seeking the following Full Time position:

Clerical Assistant

The Community Services Clerical Assistant provides clerical and administrative support to the Director of Community Services or designate(s) and is responsible for Cemetery sales, bookings, records management and client services; and general administration functions related to departmental operations including facility bookings, accounts payable and accounts receivable under the direction of the Director of Community Services or designate(s).

The position is based on a 35-hour work week being Monday to Friday 8:30 a.m. to 4:30 p.m. The rate of pay is \$22.43/hour as per LOCAL 4286 Collective Agreement. Earnings will be subject to Union dues.

The successful candidate shall meet the following requirements:

- Minimum Grade 12
- Knowledge of and skill base in clerical functions
- Proficiency and experience with word processing (MS Word), spread sheets (MS Excel) and presentation (MS PowerPoint) software
- Strong time management and organizational skills and the ability to effectively multi-task
- Ability to work independently with minimal supervision
- Excellent customer service and communication skills
- Excellent cash handling and mathematical skills
- Possession of a valid "G" Driver's Licence for the Province of Ontario

Preference will be given to those who possess a college diploma in Office Administration (or equivalent), have a minimum of two (2) years' recent experience in a related position and within a similar setting, possess excellent verbal and written communication, interpersonal and customer service skills to address requests, complaints, and exchange and clarify information and the ability to maintain discretion and tact at all times.

Basic knowledge of legislation and policies related to municipal parks, recreation, cemeteries and cultural services, experience in managing and operating recreation management and cemetery management software, and basic experience in bookkeeping and financial management is also preferred.

Further information regarding qualifications and educational requirements is available in the attached detailed position description, or can be obtained by contacting sprentice@mindenhills.ca.

Upon final selection, the successful applicant may be required to provide, at their own expense, a Vulnerable Check from the Ontario Provincial Police or appropriate police force as well as a clean Driver's Abstract.

Qualified applicants are invited to submit a letter of application together with a detailed resume of education and experience by 12:00 noon **March 26, 2018** to:

Employment Opportunity – CSD Clerical Assistant
Township of Minden Hills
7 Milne Street, P.O. Box 359,
Minden, Ontario
K0M 2K0

Attention: Shannon Prentice, Deputy Clerk/Administrative Assistant, or email to sprentice@mindenhills.ca

If you are contacted by the Township of Minden Hills regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.

Persons with a disability preventing them from applying, as noted above, should contact Shannon Prentice to discuss alternative solutions: sprentice@mindenhills.ca 705-286-1260.

*We thank all applicants for applying, but only those candidates selected for an interview will be contacted. Personal information and supporting material is used in accordance with the **Municipal Freedom of Information and Protection of Privacy Act.***