



Competition No.: 2017-18 Hours of work: No guarantee of hours
Close Date: Open until filled Remuneration: \$19.38
Locations: Operations

Operations Department - Casual Clerical

Description:

The City of Selkirk is accepting applications for casual clerical support for the Operations Department.

Responsibilities & Duties

- Receive telephone calls, faxes, requests for service, information and or complaints and refer to appropriate staff.
- Prepare and type correspondence, reports, memos, specifications, tenders including forms, contracts and budget input/summary sheets for the Director, Division Managers and Department as required.
- Update, revise and maintain the departmental filing system for filing of correspondence, etc... plus preparation and submission of material and file to archives.
- Perform the cashier function consisting of: accepting payment of accounts; issuing receipts; maintaining duplicate receipts on file; manage Petty Cash Fund.
- Process incoming and outgoing mail.
- Revise, prepare and ensure that notices are posted in City facilities and advertise in the newspaper as required.
- Compile all weekly, monthly and annual reports and forward to appropriate Department Heads.
- Control office inventory supplies.
- Maintain and update Utility service maintenance records and arrange for cut-ins/cut-outs of water shutoffs for repairs and maintenance.
- Prepare monthly/quarterly invoices, ensuring required coding and management approval signatures and forward to Finance Department for payment.
- Use financial software programs to view and access account balances for all three Divisions.
- Prepare bi-weekly toolbox meeting topics for review by Division Managers.
- Perform other related duties as may be assigned.

Required Education and Training:

- Grade 12 diploma
- Administrative Assistant Course Diploma or College/University Education in a related field
- One (1) year office experience
- Proficient in using Microsoft Office programs specifically Excel, Word and Outlook, as well as researching information on the internet
- Ability to type forty (40) words per minute
- Excellent oral & written communication skills
- Must possess excellent organizational, time management and filing skills
- Ability to work in a team environment
- Ability to establish and maintain positive working relationships with employees at all levels of the organization, external contacts and the public, in accordance with the Respectful Workplace Policy
- Provide a Clear current Criminal Record Check
- Must be bondable

Comments:

This opportunity is open to all applicants. Work performed within the Operations Department is applicable to union dues, but is not entitled to any other benefits or entitlements under the Collective Agreement except for Article 24.

Interested individuals are to specify position being applied for and direct their application to:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: jobs@cityofselkirk.com

Applicants scheduled for an interview are to be advised that selection testing may be applied to verify computer competence and written communication skills.

Thank you to all who apply, however, only those candidates selected for selection testing and interviews will be contacted.