Competition No.:	2017-15	Hours of work:	No guarantee of hours
Close Date:	Open until filled	Remuneration:	$16.00 to $19.00
Locations:	Corporate Services Departments		

Corporate Services - Casual Clerical

Description:
The City of Selkirk is accepting applications for casual clerical support for the Corporate Services Department.

Responsibilities & Duties

- Prepare, compile and complete agendas and minutes using a web based software application (*i*Compass).
- Upload agendas, minutes, hearings, by-laws, job postings onto the Website.
- Type all correspondence including forms, reports and letters.
- Receive all telephone calls and emails and direct to appropriate Department/Division.
- Maintain computer reports on file as well a paper files.
- Responsible for the petty cash system.
- Provide support in scheduling appointments and meetings, registering and making arrangements for travel and accommodations for the Mayor and members of Council.
- 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
- Courses or experience in web-based programs (for example: *i*Compass) and the ability to maintain and update the Corporate Website
- Proficient in using Microsoft Office Suite, email and 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 respectful team environment
- Provide a current clear Criminal Record Check
- Must be bondable

Comments:
This is a casual position excluded from the Collective Agreement and is open to all applicants. There is no guarantee of hours. Applications will be accepted until the casual positions are filled.

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.