

JOB DESCRIPTION

POSITION:	ADMINISTRATIVE CLERK		
DEPARTMENT:	Huron Lodge		
LOCATION:	Various	UNION:	C.U.P.E. Local 543
HOURS OF WORK:	35.00	JOB CODE:	543369
SHIFT WORK REQ'D:	No	GRADE/CLASS:	0.07

DUTIES:

Reporting to the Manager, Resident and Corporate Services, this position will be responsible for front-line reception, fielding customer and resident inquiries, provide clerical support for the department's Health & Safety Program, Training Program, Recruitment Program and Contingency Planning and Emergency Preparedness Plan, as well as backup for reception and accounts payable function and responsible for Petty Cash. Responsible for the typing of lesson plans and handouts for the Training Program, job postings, tests, interview questionnaires, typing and maintenance of the department's Contingency Plan. Responsible for the maintenance of the department's Policies and Procedures Manuals along with input and maintenance of Huron Lodge's procedures software, Policymanager. Assists in the maintenance of administrative filing and archiving of files. Maintains office inventory; orders office supplies; unpacks and stores supplies. Accepts deliveries at reception. Opens, sorts, date stamps and distributes mail for the department and sorts and records incoming mail for residents. Inputs training data in the PeopleSoft training module. Schedules rooms for interviews, calls applicants to schedule interview time and date and coordinates with the interview panel. Responsible for all photocopies for recruitment process, testing, interviews etc. Maintain amiable relations with the public, other service areas and fellow staff; all influenza vaccine/outbreak protocols must be followed on a yearly basis. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus (1) year of post-secondary education in Office Administration or Business Administration from a Community College or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency plus 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over (6) months of experience in a computerized office environment utilizing the Microsoft Suite of Products such as Outlook, Word, Excel and PowerPoint;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a minimum typing speed of 40 wpm;
- Must possess excellent communication skills;
- Must be patient, respectful and gentle in dealing with the elderly and must maintain good relations with residents, staff and public;
- Must be knowledgeable of, and comply with, the Residents' Bill of Rights;
- Must maintain confidentiality of information;

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.