

CLERICAL SUPPLY POOL

The City of Windsor continuously accepts resumes for Clerical Supply Pool positions. The pool is used to fill temporary or casual placements as the need arises. Resumes are kept on file for six (6) months and then destroyed. Unless pertinent information has changed, there is no need to resend your resume if you have already applied within the last six (6) months. If you have not been contacted six (6) months after your resume was submitted, you must resubmit if you still wish to be considered for employment.

Supply Pool	Overview of Basic Qualifications
<p>Clerical Pool (Temporary)</p>	<ul style="list-style-type: none"> • Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency • Must have a Microsoft Word Certificate • Consideration may be given to those not possessing the Microsoft Word Certificate, providing proof of Post Secondary courses with a Word component from a Community College or University or Ontario Ministry of Education equivalency • Post Secondary Office Administration General Certificate from a Community College or University or Ontario Ministry of Education equivalency considered an asset • Must have forty (40) w.p.m. typing/keyboarding speed • Proficient computer skills in the Microsoft suite of products (i.e., Word, Excel) • Selected candidates must achieve a passing score on Math, Spelling and Grammar testing.



City of Windsor
400 City Hall Square East, Suite 408
Windsor, ON N9A 7K6
E-mail: hrdiv@citywindsor.ca
Website: www.citywindsor.ca