

Job Posting #:

Job Title: RECORDS & SUPPLY CLERK - 543206

Department: Employment & Social Services

Union: C.U.P.E. Local 543

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to the Customer Service Manager, or designate this position will be responsible for the maintenance of the records storage areas; Operates various office equipment including photocopiers, punch and binding equipment; Ordering, receiving and storage of office supplies and forms; Requisition and small purchase order (SPO) processing and receiving items through PeopleSoft; Maintains interdepartmental mail, when necessary; Maintenance of forms and supplies distribution, equipment systems as well as inventory control systems. 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 or Ontario Ministry of Education equivalency;
- Must have over six (6) months of experience in a computerized office environment utilizing the Microsoft Suite of products (such as Word, Excel, Outlook);
- Must hold and maintain a current, valid and lawful Class 'G' Driver's Licence in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment;
- Must have excellent written and verbal communication skills;
- Must be bondable;
- Knowledge of PeopleSoft Financials and journals would be considered an asset;
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WORKING CONDITIONS:

Shift Work Req'd: Error! No document variable supplied.

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a heavy level of work;

Must complete a post-offer agility test in an effort to assist the successful candidate in completing the position tasks safely and to aid in minimizing injuries on the job.

POSTING SPECIFICS:

Who May Apply:

Current employees of the Human Resources Department. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

In person to the Human Resources Department

Update:

By Human Resources on February 1, 2017.

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.