

Job Posting #:

Job Title: EARLY LEARNING INITIATIVES CLERK - BILINGUAL - 543378

Department: Housing & Children's Services

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

Work Location: Various

Position Status:

Rate of Pay:

Posting Period:

DUTIES AND RESPONSIBILITIES:

Reporting to a Supervisor, this position will be responsible for general office duties in a highly computerized environment, including: takes and prepares minutes for meetings; types correspondence, files, orders supplies, photocopies; mail out and distribution of flyers and communication to Child Care Operators and Agencies; prepares information packages, designs and creates print material; lifts and delivers, using vehicle, supplies and materials; scheduling of appointments; handles and reconciles petty cash; prepares and processes payroll crew cards; processes Purchase of Service Record of Attendance billings; Maintains daily attendance program participants; creates sign in sheets and evaluations for staff development; tracking participants involved in professional development opportunities; maintenance of various records; sorting and distributing mail; originating and maintaining both hard copy and computer files; recording various statistics. Must communicate with the public and fellow staff in a tactful and courteous manner. 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 Office Suite of Products including Outlook, Word and Excel;
- Must have the ability to travel to offsite 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 be fluently bilingual (English and French);
- Must have a minimum typing speed of 40 wpm;
- Must possess good verbal and written communication skills and neat and legible penmanship;
-

WORKING CONDITIONS:

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

PHYSICAL REQUIREMENTS:

The physical demands analysis associated with this job indicates a light to medium level of work.

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.