

POSITION: RECORDS & SUPPLY CLERK**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543206**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.08**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$20.99 to \$24.68 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Responsible to the Customer Service Manager, or designate for the maintenance of the records storage areas; operation of various office equipment including photocopiers, punch and binding equipment; ordering, receiving, and storage of office supplies and forms; requisition processing, small purchase order (SPO) processing and receiving items through Peoplesoft; maintenance of interdepartmental mail, when necessary; maintenance of forms and supplies distribution and equipment system as well as inventory control system; performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program; performs other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalencies.
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Suite of products (such as Word, Excel, Outlook)
- Must be physically capable of lifting heavy material associated with a records and supply area.
- Must have excellent written and verbal communication skills
- 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 Ontario Driver's license is required.
- Must be bondable.
- Knowledge of Peoplesoft Financials and journals would be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to at 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. 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 or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on June 18, 2010