



Employment

Internal Job Opportunity

POSITION: Recreation Centre Clerk		JOB POSTING #:	
DEPARTMENT:	Recreation (Willistead Complex)	UNION:	543
POSTING TYPE:		JOB CODE:	543270
POSTING STATUS:		POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.08
SHIFT WORK REQ'D:	Yes	SALARY RANGE:	
		HOURS PER WEEK:	33.75

DUTIES:

Responsible to the Manager for the following: assist with clerical, and telephone duties as assigned; perform duties relevant to registration of participants including the issuing of registration receipts; provide general information to the public as directed; assist with scheduled bookings, programmes and rentals; ensure the custody and care of property, contents, money and equipment by following the facility procedures as per facility guidelines; assist in monitoring facility users and participants; must maintain good relations with the general public and other employees at all times; Performs Occupational Health & Safety duties as outlined in the Corporate Health & 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 one (1) year experience in a sales environment
- Should have knowledge and experience in general office procedures/functions and typing in a computerized office environment utilizing the Microsoft Office Suite of Products such as Word, Outlook
- Must possess the ability to communicate effectively both verbally and in writing
- Must be capable of working with minimum supervision

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 and 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 October 25, 2013



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www.citywindsor.ca