

POSITION: EARLY LEARNING INITIATIVES CLERK
BILINGUAL

JOB POSTING #:

DEPARTMENT: Housing & Children's Services

UNION: 543

POSTING TYPE: Corporate

JOB CODE: 543378

POSTING STATUS: Regular Full-time

POSITION #: 3933

OF POSITIONS: 1

GRADE/CLASS: 0.07

SHIFT WORK REQ'D: No

SALARY RANGE: \$21.03 to \$24.74 per hour

HOURS PER WEEK: 33.75

DUTIES:

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. 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 equivalency.
- Must have over six (6) months experience in a computerized office environment utilizing the Microsoft Office Suite of Products including Outlook, Word and Excel.
- Must be fluently bilingual (English and French).
- Must have a minimum typing speed of 40 w.p.m.
- Must be capable of lifting up to maximum of 35 lbs.
- Must possess good verbal and written communication skills and neat and legible penmanship.
- 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.

POSTING SPECIFICS:

- Posting Period:**
- , 2013 at 8:30 AM to 2013 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 May 14, 2013