

POSITION: ENERGY SUPPORT CLERK**JOB POSTING #:****DEPARTMENT:** Real Property Asset Planning**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543416**POSTING STATUS:** Regular Full-time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:****SALARY RANGE:** \$22.60 to \$26.62 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

Provides support to the Manager of Energy Initiatives through a variety of administrative and accounting duties in a fast-paced environment. Operates corporate wide preauthorized utilities payment system. Coordinates meetings, records and types minutes and types Council Reports, tenders, RFO's, RFQ's, general correspondence, etc. Maintains a file management system for project, operational, personnel and corporate utilities files. Provides customer service and appropriate referral of telephone, e-mail or in person inquiries/requests; distributes and prepares mail (interdepartmental and courier). Initiates and/or facilitates requests for expenditures, ordering and receiving process for the service unit; inputs information/invoices to 360 software and PeopleSoft Financial; enters requisitions, signs for deliveries, responsible for petty cash of up to \$150.00. Prepares Human Resources forms (i.e. vacation, sick) for the service unit; acts as an Absence Coordinator for the service unit and enters this information into PeopleSoft HRMS. Assists the Roof Technologist with infra red roof investigations and site meetings; some lifting of light equipment required. Assists in policy research and operational issues. Perform Occupational Health and Safety duties as outlined in the Corporate Health and Safety Program. Perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in Business or Accounting or Ontario Ministry of Education equivalencies.
- Must have over one (1) year experience in a computerized office environment including experience in an administrative and accounting environment.
- Must have a minimum typing proficiency of 50 w.p.m.
- Must have experience working with MS Office Suite of Products such as Outlook, Word and Excel.
- Must have excellent interpersonal skills as well as proven oral and written communication skills and the ability to work with minimal direction.
- Must have excellent organizational and multi-tasking capabilities.
- PowerPoint, MS Project and Access skills considered an asset.
- Practical experience working with LiveLink and/or PeopleSoft will be considered an asset.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 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 July 11, 2012.