Clerk

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Clerk

Finance & Administration, Physical Resources
Hiring #: 2016-0281

Please read the Application Instructions [2] before applying

Reporting to the General Accountant, the Clerk position is primarily responsible for providing backup for other administrative positions within Physical Resources' Finance & Administration Department in the absence of the regular incumbent. Working closely with other administrative positions, this coverage will include the work order desk, invoice processing, timecard entry and project administration functions. Coverage may range from several hours to several months at a time, as staffing levels require. When not providing coverage, the incumbent’s main responsibility will be document retention, archiving, and the documentation of administration's processes and procedures. Since this position provides coverage for customer service positions, hours of work are Monday through Friday, 8:15 a.m. to 4:30 p.m., and are fixed.

Requirements of the position include: Completion of a one-year community college diploma in business administration or related field of study, together with a few years’ experience multitasking with a variety of people in a fast-paced office environment. As the Clerk will often assume different roles, the position requires flexibility, problem-solving skills, prioritization abilities, and strong attention to detail. For the documentation of procedures, the position requires strong note-taking, organizational skills, and the ability to recognize the interconnectivity of different functions and tasks, not just within Finance & Administration, but in Physical Resources as a whole. This position will work cover closely with all members of the administrative team, so a friendly and cooperative attitude is essential. The successful candidate must have a strong knowledge of Microsoft Office (Word, Excel, Powerpoint), and the ability to work effectively both independently and as a reliable and conscientious member of a team.

Position Number         0836-038
Classification              USW, Local 4120 Salary Band 3*
Salary Range              $20.20 Minimum (Level 1)
$22.55 Normal Hiring Limit (Level 3)
$27.26 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

Posting Date: 2016 09 02
Closing Date: 2016 09 12
Source URL (modified on 09/02/2016 - 15:06): https://www.uoguelph.ca/hr/careers-guelph-current-opportunities/clerk

Links
[2] https://www.uoguelph.ca/hr/careers-guelph/how-apply