Administrative Support Clerk

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

Administrative Support Clerk

Finance and Administration, Physical Resources

Temporary full-time from April 30, 2018 to May 24, 2019
Temporary absence of the regular incumbent
Hiring #: 2018-0091

Please read the Application Instructions [1] before applying

Reporting to the Manager, Human Resources and Administration, and working closely with the Administrative Clerk who performs similar work, the Administrative Support Clerk will have shared responsibility for performing administrative record keeping and carrying out administrative related transactions for Physical Resources (PR), a unit consisting of over 300 staff across five different employee groups, including four certified unions.

Specific responsibilities may include: creating and maintaining hard copy files; receiving direction from directors, managers, and staff as to human resources transactions that need to be made, acquiring the appropriate authorizations and executing the transactions; preparing routine letters; preparing files, reports and correspondence for directors and managers; maintaining a bring-forward system for tracking employee appointments and flagging changes; recording and tracking time used for all PR staff using an electronic database; preparing electronic reports from the database; inputting daily timecard information; troubleshooting problematic time cards; uploading time records to the University’s central payroll system, analyzing error reports and determining the appropriate corrections; generally serving as a first point of contact for PR staff with respect to payroll, benefits and entitlement questions; handling telephone calls as needed, particularly for the Associate Vice President and the directors; backing up colleagues within the office; and other associated duties as assigned.

Requirements of the position include: Completion of a secondary school diploma, with a minimum three years’ experience handling payroll and other administrative duties in a busy office, preferably working with a unionized environment. Post-secondary courses in office management practices or administrative functions would be a significant asset. The successful candidate must have excellent organizational, communication (oral and written) and interpersonal skills, and must be adept with a variety of software, including MS Office suite (Excel in particular); databases; as well as payroll systems. Also required are a strong orientation to detail, and experience working with large volumes of repetitive data on a daily basis, while scrutinizing for accuracy and consistency. The incumbent must have a demonstrated understanding of the unique aspects of working within a policy-driven environment, and must be comfortable working in a busy, open office environment.

Covering Position Number 836-002
Classification USW, Local 4120 Salary Band 3*
Normal Hiring Range $20.50 - $22.89 per hour

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals,
including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation; subject to committee review.

Posting Date: 2018 02 14
Closing Date: 2018 02 22

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