

Job Title: Support Clerk

Requisition ID: 3150

Affiliation: CUPE Municipal

Position Type: Temporary Full Time

Fixed Term Duration: Approximately 18 months

Number of Openings: 1

Bi-weekly Working Hours: 70 hours bi-weekly

Shift/Work Schedule: Monday to Friday

Department/ Branch: Financial Services, Accounting Services

Job Location: Fort McMurray

Pay Level: PL5

Rate: \$ 41.06

COLA: Bi-Weekly - \$480

Posted (dd/mm/yyyy): 23/11/2024

Closing Date (dd/mm/yyyy): 01/12/2024

Posting Type: Internal and External

GENERAL DESCRIPTION:

Provides clerical support to the assigned area and assists with budget preparation, maintenance, process variances, project reports internal/external charges, time sheets, and initiates and monitors work orders. The Support Clerk is also responsible for primary contact with field operations and the general public for service requests and other related matters.

RESPONSIBILITIES:

- Implements, creates, and maintains documents such as invoices, files, expenses, notifications, spreadsheets, statistical reports, presentations, and other related documentation.
- Provide reception and customer service duties, including responding to telephone enquiries.
- Primary contact for the public; responsible for issuing files, pamphlets, tickets, and keeps others informed.
- Collects, compiles, and assembles reports and statistical information for distribution internally and externally.
- Develops and maintains filing systems.
- May be required to prepare agendas, record minutes of meetings, and distribute to the appropriate staff.
- Accurately process labour, material, equipment, and service order information expediently into a computerized system.
- Compile and organize statistical data, prepare and issue reports.
- Perform other related duties as required.

QUALIFICATIONS

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proven ability to take accurate notes and minutes.
- Ability to work independently and accomplish multiple tasks with deadlines.
- Ability to adapt to changing practices and work demands.
- Must have proven interpersonal, organizational, and communication skills.

EDUCATION AND EXPERIENCE:

- Completion of one year certificate in Office or Business Administration required.
- Two (2) years' related experience in a fast paced, responsible clerical support position to include the use of word processing and spreadsheet software is required.

SAFETY:

As an employee of the Regional Municipality of Wood Buffalo, the incumbent is responsible for understanding and actively participating in the RMWB's health and safety management system, including all policies, practices, procedures, as well as properly utilizing all control measures including the required use of personal protective equipment. All employees must take reasonable care to protect the health and safety of themselves and others, as well as immediately report any concerns, near misses, incidents, and hazardous conditions to their supervisor.

**Current employees must apply through the internal careers site.
We appreciate the interest of all applicants; however, only those individuals
selected for interviews will be contacted. Late applications will not be accepted.**