



## **Temporary Clerical Support (Short Term Assignments)**

The City of Niagara Falls is seeking reliable, adaptable and engaged individuals to add to our temporary talent pool. These individuals may be called upon at any time to fill short-term vacancies as they arise.

### **Job Summary**

Responsible for general clerical duties including receptionist services; responding to inquiries; preparing correspondence; maintaining record systems; scanning and photocopying; ordering, receiving and distributing supplies; financial statement preparation, billings, reconciling balances, and summaries; as well as mail processing. Assist staff with research, special projects, meetings, etc.

Successful applicants will be the front-end representatives of the organization so must have excellent interpersonal, communication and customer service skills with the ability to multi-task within a team environment.

### **Minimum qualifications:**

- High school diploma
- 50 wpm keyboarding
- Intermediate Microsoft Word and Excel skills
- Experience in an administrative role in an office environment
- Computer testing will be required

### **Preferred qualifications:**

- Two year diploma in business administration, secretarial or accounting
- Proficiency with software applications including financial, scheduling and databases

### **Hours of Work:**

The hours of work are typically Monday to Friday, 35 or 40 hours per week; however, some assignments may require evenings and weekends.

### **Pay Rate:**

The starting hourly rate for this position is \$24.16.

To start your career with us today, please submit your cover letter and resume through the City's website [www.niagarafalls.ca](http://www.niagarafalls.ca) (*Careers and Employment*).

**Application Deadline: Thursday, January 18, 2019 at 4:30pm**

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection and interview process. Personal information is collected under the authority of The *Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Posted on City web site: January 2, 2019