

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

Clerk, Engineering Services & Information Technology

Full-time Term, until February 22, 2022 (\$27.72/hr)

The incumbent is responsible for providing a wide variety of clerical and administrative duties including telephone and counter reception services, generating correspondence, typing and taking minutes. The incumbent requires knowledge of the policies and functions of the Engineering Services Department in order to effectively answer and/or direct telephone calls/enquiries/complaints where necessary. Responsibilities also include providing front counter and clerical support to the Information Technology section of the Corporate Services Department.

Successful applicants will possess the following:

- Successful completion of secondary school education with additional post-secondary courses in secretarial or business office practices, or any acceptable combination of education, job related training and experience.
- Two years of progressively more responsible administrative experience in general office practices and procedures.
- Experience using AMANDA system is an asset.
- Demonstrable knowledge of MS Office software products with the following skill levels required:
 - MS Word – Advanced
 - MS Excel – Intermediate
 - MS Power Point – Beginner
 - MS Outlook – Advanced
- Understanding of basic accounting methods and the ability to work with a high degree of mathematical accuracy.
- Minimum keyboarding level of 45 words per minute with a high level of accuracy.
- Strong minute taking skills.
- Knowledge and understanding of current practices and procedures related to Engineering Services would be an asset.
- Demonstrated ability to deal courteously and professionally with staff and the public, apply sound judgement, discretion and tact when necessary.
- Well-developed interpersonal, organizational, customer service and communication (written and oral in English) skills as well as the ability to prioritize multiple tasks within a fast paced environment with frequent interruptions.
- Ability to work independently using own initiatives or as a team member with minimal supervision.
- Knowledge of standard office procedures and practices, with emphasis on telephone and counter reception, customer service techniques and practices, and database management.
- A high level of accuracy and the ability to understand and execute oral and written instructions.

Qualified candidates may submit a detailed resume or online application by noon on **Thursday, December 2, 2021** to:

Human Resources Associate
Human Resources Department
One The Esplanade

By Email: hr@pickering.ca
By Fax: 905.420.4638
Online: pickering.ca/employment

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will be used for the purpose of candidate selection. An equal opportunity employer, all employees are governed by the City's Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

An Equal Opportunity Employer