



Call-in Front Office Clerk

Qualifications (Education and Experience):

- Secondary school graduate (OSSD)

Experience:

- Minimum of one year of reception experience
- Minimum of one year of experience with computer word-processing, database and spreadsheet software

Skills:

- Able to operate multi-line telephone system.
- Proficient in use of various office software (word-processing, database and spreadsheet programs).
- Detail oriented.
- Works independently with minimal supervision.
- Effective interpersonal skills.
- Respects confidentiality.

POSTING DATE: January 26, 2024

POSTING END DATE: February 7, 2024

ANTICIPATED START DATE: February 26, 2024

LOCATION: 129 Kendall Street

HOURLY WAGE: \$16.98-\$20.89 per hour (Category S1)

Pt Edward, ON N7V 4G6

SHIFT DETAILS: The successful candidate must be available to respond to same day or advanced bookings for shift coverage at the Kendall Street location, reporting to Director of Finance. Shifts may be scheduled for Monday to Friday, days or occasional evenings. There will be no guaranteed number of weekly hours.

Interested applicants are asked to apply to Human Resources by 4:30 p.m. on the posting end date.

Please apply via email to hr@stclairchild.ca.

St. Clair Child & Youth Services welcomes applications from racialized groups, First Nation Inuit or Métis persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process in accordance with the Ontario Human Rights Code.