

# INTERNAL EMPLOYMENT OPPORTUNITY

## SUPPORT CLERK REGULAR, FULL-TIME POSITION COMPETITION # ISS 21-48

*Only applications from current KDSB employees will be considered for internal job postings.*

<b>DEPARTMENT:</b>	Integrated Social Services
<b>LOCATION:</b>	Kenora Office
<b>POSTING DATE:</b>	July 13, 2021
<b>CLOSING DATE:</b>	July 20, 2021                      4:00 pm
<b>AVAILABLE:</b>	<b>TBD</b>
<b>NORMAL HOURS OF WORK:</b>	Monday to Friday - 08:00am to 04:30pm or in accordance with the Compressed Work Week schedule, as approved.
<b>SALARY:</b>	As per the Collective Agreement between CUPE Local 5911.01 and KDSB

### RESPONSIBILITIES:

The role of the Support Clerk is to provide administrative and clerical support to the various KDSB programs, and direct individuals to appropriate staff for effective, streamlined customer service.

### QUALIFICATIONS:

1. Successful completion of a post-secondary education program in Office Administration or similar and two years' related experience. Alternatively, a combination of education and/or experience is required.
2. Demonstrated excellence in customer service and sufficient communication and interpersonal skills to deal with clients, co-workers, management, and the public and the ability to handle applicant concerns in a tactful, sensitive manner.
3. High level of ability to use computers and other information technology, including specialized software and administrative systems.

The above is not comprehensive description of the position. For a full description of this position, please request a copy of the job description from your Manager.

### HOW TO APPLY:

Please submit your interest in this position by sending your cover letter and resume via e-mail, referencing the competition number in the subject line, to:

Human Resources Department - [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca)