**District Support Clerk**

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| **Location: South Whiteshell**  **Falcon Lake** | **Advertisement Number: 38389**  **Classification:** CL2  **Job Type:** Seasonal Departmental  **Term:** Approx. 18 weeks  **Salary:** Clerk 2 - $1,300.65-$1,482.63  (biweekly)  **Closing Date:** June 29, 2022 |
| **Environment, Climate and Parks**  **Eastern Region** |
| ***Environment, Climate and Parks is seeking*** ***qualified individuals to fill a District Support Clerk position located in the South Whiteshell District. An eligibility list may be created for similar positions in the South Whiteshell and will remain in effect for up to 12 months.*** |

**Job Duties:**

Under the direction of the District Clerk 3 or designate:

The incumbent provides administrative and accounting support for the South Whiteshell: duties involve reception services at the Falcon Lake District Office (answering inquiries/complaints over-the-counter and by phone, providing information, issuing/selling licenses, work permits, burn permits, etc.)

**Qualifications:**

***Essential:***

* Strong interpersonal skills with the ability to deal effectively with staff and the general public.
* Experience providing administrative and clerical support.
* Experience processing accounts payable and receivable.
* Proficiency with Microsoft Office software(Word, Excel and Outlook) or equivalent Software applications
* Experience handling and reconciling revenue remittances including safe-keeping of cash accounts.
* Strong verbal communication skills.
* Ability to work independently and with minimal supervision.
* Ability to keep and maintain written records, with attention to detail.

***Desired;***

* Experience handling sensitive material in a confidential and professional manner.

***Conditions of Employment:***

* Must be legally entitled to work in Canada.

How to Apply:

**Candidates are required to submit a resume and letter of application to be considered for this competition. Your resume and letter of application must clearly indicate how you meet the qualifications.**

Employment Equity is a factor in selection. We encourage applicants to voluntarily self-declare in the cover letter, resume or application if they are from any of the following employment equity groups: women, Indigenous people, visible minorities, and persons with a disability.

*Submit your application to:*

Environment, Climate and Parks, South Whiteshell District

P.O. Box 40

Falcon Beach, Manitoba R0E 0N0

Advertisement # 38389

Attn: Amy Kirby, Park Operations Supervisor **(amy.kirby**[**@gov.mb.ca**](mailto:Morgan.Hallett@gov.mb.ca)**)**

Ph: 204-349-6014 Fax: 204-349-6023

**We thank all those who apply and advise that only those selected for further consideration will be contacted.**