

JOB POSTING DETAILS

Employer	Sault Ste. Marie Public Library (Sault Ste. Marie Public Library)	Job Type	RI
Job Title	Administrative Clerk	Duration	Full Time
ES Job ID	13155	Location	Sault Ste. Marie
Date Posted	August 9, 2022	Closing Date	August 23, 2022

Job Overview - Description & Duties

Title: Administrative Clerk - Full-Time
Salary Range: \$54,716 - \$63,740

The Sault Ste. Marie Public Library invites applications from qualified candidates for the position of Administrative Clerk. Under the direction of the Business Administrator, the Administrative Clerk is responsible for assisting in daily office operations and payroll, data entry and bookkeeping. The Administrative Clerk provides administrative support to the Management Team.

Please note this position may require split shifts, afternoon/evening work, Saturday and Sunday work. It is understood that shift requirements may change due to operational requirements.

Required Skills

Key Competencies:

- Customer service
- Communication
- Collaboration/Relationship building
- Growth with a creative mindset
- Continuous learning

Applicants must possess the following qualifications:

- College Diploma with courses/certificates associated with office administration.
- Bookkeeping and accounting courses is considered an asset.
- A minimum of 3 years working experience in an office or an equivalent combination of education and experience.
- Knowledge of office practices and procedures.
- Ability to communicate and establish effective working relationships with individuals, committees and organizations both within and outside the library
- Strong interpersonal skills with a demonstrated ability to establish effective working relationships with staff, library patrons, and/or external agencies.
- Organizational and time management skills.
- Attention to details.
- Able to handle criticism and feedback for improvement.
- Able to manage shifting priorities in a busy environment with frequent interruptions.
- Able to adapt and handle changes in procedures, processes and policies
- Excellent oral and written communication skills.
- Behavior consistent with the Library code of conduct.
- Driver's License

Other Requirements

NA

How to Apply

The Library offers a competitive salary and benefits package. Qualified applicants should send a resume and cover letter to:

Matthew MacDonald, CEO,

Sault Ste. Marie Public Library

50 East St.

Sault Ste. Marie, ON

P6A 3C3

Email: m.macdonald@cityssm.on.ca

Closing Date for applications is Tuesday August 23, 2022 at 4:30 p.m.

A full job description is available upon request.

Interviews will be scheduled after the posting date.

All qualified candidates are encouraged to apply.

For questions contact: Matthew MacDonald, CEO, at 705-759-5246 or email:

m.macdonald@cityssm.on.ca

The Sault Ste. Marie Public Library in its ongoing efforts to prevent, identify and remove barriers for people with disabilities will provide work-related accommodation for employees with disabilities, upon request.