



## The District of Nipissing Social Services Administration Board is hiring!

### Corporate Services Clerk (Temporary) Bulletin No. D2022-17

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Corporate Services Clerk to add to our exceptional Corporate Services team.

This temporary position up to December 31, 2022 is physically located in North Bay and currently offers a combination of in-office and remote work. The Corporate Services Clerk provides confidential support to the corporate services management team, including assistance with confidential correspondence, portal entries, system access, administrative activities, contract management and purchasing and reporting. This position assists in researching, implementing and testing new technical solutions to support staff and management, supporting with managing the contracts, and will conduct private interviews with staff and management to determine points of failure with current systems. The DNSSAB offers a competitive salary of \$32.59 per hour, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

#### Qualifications:

- Two year College Diploma in the area of Office Administration.
- Two years' experience in a related field.
- Demonstrated ability to work with advance Excel functionality (i.e., v-lookups, arrays, pivot tables, utilizing external data sources and queries, etc.) is required.
- Strong written and verbal communication skills, to work effectively with all levels of staff within the organization, as well as with external partners.
- Meticulous organizational skills and unswerving attention to detail.
- Skilled at self-directed learning.
- Excellent ability to manage multiple tasks effectively in a fast-paced, deadline-driven environment.
- Ability to engage in both independent and consultative decision-making so as to build consensus and move issues forward.
- Ability to handle confidential and sensitive information in an appropriate manner.
- Proven ability to manage conflict and sound judgement to respond in crisis and high stress situations.
- High degree of proficiency in MS Office applications including Word, PowerPoint, Publisher, PDF, and SharePoint.
- Demonstrated regular attendance in keeping with the Board's Attendance Management policy.
- Flexibility to work overtime as required.
- Valid Ontario Driver's License and a vehicle available for use on the job.

**Must be legally eligible to work in Canada.**

**Criminal Reference Check within three (3) months is a requirement.**

Applications for the above position will only be accepted through the **Plum Recruitment Tool** up to **9:00AM, Thursday April 14<sup>th</sup>, 2022**. Please follow this link <https://bit.ly/3K2beyX> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

**DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance. We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.**