



# Job Posting

## **Office Clerk** (Permanent Full Time) **(Salary Range: \$24.93-\$28.08)** **Long Term Care Department – Lee Manor**

The County of Grey is currently recruiting for a permanent Full Time Office Clerk to join the team at Lee Manor in Owen Sound, Ontario.

Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to work; it's a great place to live. Grey County offers beauty you can't get in the city along with a lifestyle that is more relaxed and family oriented – we are a family of distinct and proud communities that showcase natural beauty, opportunity and a peaceful rural lifestyle.

### **Position Overview:**

The Office clerk is accountable to the Office Coordinator and is the initial contact with visitors, residents and families. Usual hours of work are 37.5 hours per week, weekend work required. Works in an accessible area with frequent disruptions and distraction from residents, family members, visitors and staff that require assistance and information.

### **Required Knowledge, Skills and Experience:**

- Post-secondary diploma in Office Administration Executive, Business Administration or other comparable training is required.
- Experience in Finance, Payroll Administration and Human Resources Functions
- Exceptional customer service
- Proficient in commonly used business computer applications such as Microsoft Word, Excel, Outlook, and Point Click Care.
- Previous experience working in Long Term Care is considered an asset.

### **Information for Interested Candidates**

A detailed job description and instructions on how to apply are available on the County's website, [www.grey.ca/careers](http://www.grey.ca/careers)

Candidates for the above position are invited to submit resumes prior to the submission deadline: **Monday, June 21<sup>st</sup>, 2021 at noon** to:

Sheri Murphy, Administrative Assistant  
The County of Grey Long Term Care Department  
595 9<sup>th</sup> Ave. E.,  
Owen Sound, ON N4K 3E3

Fax: (519) 371-5406  
Email: [Sheri.murphy@grey.ca](mailto:Sheri.murphy@grey.ca)  
(Word or Adobe)

**We would like to take this opportunity to thank all applicants. Only those to be interviewed will be contacted.**

*The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance*

*Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.*

*Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.*