Our Vision: Strong, healthy and sustainable communities where individuals and families thrive.

Field Clerk
HC2 Clerk - Regular/full-time
Department of Families –Manitoba Housing– Property Services
BRANDON, MB
Advertisement Number: 369
Salary(s): HC2 $33,590 - $39,680 annum. (as per MHA-MGEU Collective Agreement)
Closing Date: June 29, 2020

The Manitoba government recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation.

The Manitoba government supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).

Employment Equity is a factor in selection for this competition. Consideration will be given to Indigenous people, Visible Minorities and Persons with disabilities.

An eligibility list may be created for similar positions and will remain in effect for 12 months.

Introduction:
If you are looking for interesting and challenging work, this is a great opportunity to join our team. One of our roles is to promote community development and create opportunities for people to engage in activities that promote well-being and social inclusion where they live. Housing is integral to this process and we strive to safeguard an adequate supply of safe and affordable housing in communities across Manitoba, particularly for those of low and moderate income or those with specialized needs. It is also our role to sustain and improve the condition of existing social housing. For more information, we encourage you to visit our website at:
https://www.gov.mb.ca/housing/index.html

Conditions of Employment:
- Must be legally entitled to work in Canada.
- Must provide a satisfactory current Criminal Records Check with a vulnerable sector search.
- Must provide a satisfactory current Child Abuse and Adult Abuse Registry Check

Qualifications:
Essential:
- Experience providing clerical or administrative support in an office environment.
- Experience providing superior customer service to the public in person and over the phone.
- Experience in accounts receivable including receiving payments through various sources.
- Proficient in Microsoft Word, Excel and Outlook or equivalent.
- Experience maintaining accuracy and paying attention to detail.
- Excellent organization skills and the ability to multi-task within a changing environment.
- Ability to deal with sensitive issues and maintain confidentiality.
- Strong written communication skills.
- Strong verbal communication skills.

Desired:
- Experience working with individuals from diverse backgrounds
- Experience checking and processing invoices for payment.

Duties:
The Clerk is responsible for providing day-to-day frontline customer service including administrative and general clerical services in order to ensure effective and efficient office operations. The Clerk will utilize established policies and procedures to complete their tasks. Responsibilities include: typing documents, receiving and verifying invoices, processing and monitoring payments and expenditures, collecting money and issuing receipts, verifying that transactions comply with Manitoba Housing policies and procedures, data entry, preparing reports, maintaining filing systems, greeting and assisting visitors, answering phones, directing calls and responding to inquiries.

Apply to:
Advertisement No.369
Human Resource Services
Service Centre 4

608-330 Portage Avenue
Winnipeg, MB, R3C 0C4
Phone: 204-945-4394
Fax: 204-948-2193
Email: govjobs@gov.mb.ca

WHEN APPLYING TO THIS POSITION, PLEASE INDICATE THE <u>ADVERTISEMENT NUMBER</u> AND <u>POSITION TITLE</u> IN THE SUBJECT LINE AND/OR BODY OF YOUR EMAIL.

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

Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications.

PEOPLE. PURPOSE. PROGRESS