

## GENERAL OFFICE CLERK

The Ontario International Airport Authority (OIAA) would like to announce a job vacancy for a **General Office Clerk** position.

As a General Office Clerk, you will perform ad hoc or administrative functions. You will work with the Administrative Service Administrator, as well as with other department managers. You will also be responsible for scheduling appointments, receiving walk-in guests, and answering emails. This role will be a back-up for the receptionist when coverage is required and for daily breaks.

Listed below are the core competencies and requirements for this position.

### Essential Functions

- Greet customers or other personnel of the organization by phone, in person, or through electronic media, Greet customers or other personnel of the organization by phone, in person, or through electronic media, including email
- Assess the needs of customers and provide information concerning the services, procedures, and guidelines of the organization
- Handle requests and transactions, or direct the matter or person to the proper department
- Process applications or forms to ensure completeness and accuracy
- Compute and verify data, fees or payments
- Enter data and forward paperwork afterwards
- Assist with expense report for operations managers
- Assist with credit card reconciliations
- Assist with coordinating contractors for operations manager and/or office managers/
- Use personal computer and a host of other office software applications, including word processing, email, and file management tools
- Prepare files and documents in MS-Word by using predefined templates or by creating them from the scratch
- Create and maintain files in Excel
- May be asked to make PowerPoint presentations and use databases or Access
- Operate office equipment like fax machines and printers
- Prepare or maintain reports of records and other statistical and quantitative data
- May act as receiver of mail and correspondence for the work unit or department
- Responsible for opening or reviewing correspondence and determining proper action to be taken
- Responsible for departmental supplies and inventories, including tracking status and orders
- Responsible for scheduling meetings for operations manager and/or office managers
- Follow-up with vendors as needed
- File documents; develop and modify filing practices – this includes the usage of electronic in addition to paper records
- Coordinate and organize department activities and functions like meetings; schedule, obtain use of rooms, and set up the rooms and equipment to be used.
- Responsibility for organizing the copier room and conference for usage and that supplies are stocks on a daily basis.
- Perform all reasonable duties as assigned.

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### Required Education and Experience/Skills

- Associate's degree or at least 2+ years of related experience.
- Must be able to use database software (usually Access)
- Must be able to use spreadsheet software (usually Excel)
- Must be able to use presentation software (PowerPoint)
- Must be able to perform basic bookkeeping functions and tasks
- Ability to use the Internet and email facilities
- Must have telephone techniques.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

### Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**COMPENSATION:** \$17.00-20.00 per hour; Full-time with benefits.

Position will close on Wednesday, June 21<sup>st</sup>. Qualified interested applicants should send their resumes to [jobs@flyontario.com](mailto:jobs@flyontario.com)