

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3

Internal/External Posting
Five (5) Day Job Posting

Bilingual Administrative Clerk

The Ontario Secondary School Teachers' Federation invites applications for the Administrative Clerk position with the Operational Services Division. This is a unionized position.

PART 1 – POSITION SUMMARY

The Administrative Clerk is responsible for answering phones, liaising with visitors, performing assigned clerical support duties to the assigned Division, in accordance with the policies of OSSTF/FEESO and applicable legislation.

DUTIES AND RESPONSIBILITIES (not listed in order of priority):

1. Respond to telephone calls, direct messages and visitors providing information and or assistance or refer to appropriate department or person.
2. Provide clerical support to the department, including, but not limited to, stuffing envelopes, filing, typing, photocopying, collating, faxing, labelling and dispatching of electronic mail.
3. Provide general information to OSSTF/FEESO members.
4. Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases.
5. Process incoming and outgoing mail, documents and faxes, manually or electronically.
6. Sort, process, and verify applications, receipts, forms and other documents.
7. Coordinate the purchase of supplies and maintenance of office equipment for the department as required.
8. Ensure confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act or other related and applicable legislation.
9. Ensure compliance with provincial and OSSTF/FEESO occupational health and safety legislation, regulations, policies and procedures.
10. Perform other duties as assigned from time to time by the Administrator or the Associate General Secretary.

PART II – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Three (3) months administrative experience and a high school diploma or equivalent.
- Bilingualism (English and French) is a requirement.
- Some office or administrative courses at the college level would be an asset.
- Ability to communicate sensitively and courteously manner with members, office staff, stakeholders and the general public.
- Excellent interpersonal and public relation skills are required involving common sense, tact, courtesy and integrity both in person and by telephone.
- Strong organizational skills.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.

SALARY, BENEFITS AND WORKING CONDITIONS

- In accordance with the COPE 343 Collective Agreement, the weekly starting salary for an Administrative Clerk is \$782.
- Please refer to the collective agreement for working conditions and benefits.
- May be required to work outside of business hours on occasion, as needed.

APPLICATION REQUIREMENTS

Please submit your résumé and covering letter to:

Jim Spray, Associate General Secretary
c/o Zoe Vander Doelen, Human Resources Specialist
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Marked "Personal and Confidential"
Email: careers@osstf.ca

Please quote "**Bilingual Administrative Clerk**" in the subject line.

The deadline for receiving applications is **4:00 p.m. on Wednesday September 29, 2021.**

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of equity-seeking and sovereignty-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require an accommodation at any point during the recruitment

process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please let us know any that apply to you:

- o Black/African Black/Caribbean Black
- o First Nations, Métis, Inuit
- o Francophone
- o 2SLGBTQI+
- o Person Living with a Disability
- o Racialized
- o Woman

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