

CLERK II (Scheduling/Payroll)
Temporary Full Time Weekend Worker
(Friday / Saturday / Sunday / Monday)
Hastings Manor
Belleville, Ontario

2018-NON-HM-129

Hastings Manor Long Term Care Home in Belleville has an immediate opening for a **Temporary Full-Time Clerk II Weekend Worker** to assist with payroll, team member scheduling, and to provide clerical support to the Home. This is a temporary full-time non-union position with a set weekend schedule (Friday, Saturday, Sunday and Monday). This is a 6 month contract with possible extension.

Hastings Manor is home to 253 residents and employs over 300 team members. This position supports the scheduling of team members to ensure our residents' experiences are the best they can be. Our home is transitioning to a social model of care through our culture change journey. Part of this journey includes maximizing our efficiencies through the use of technology. Our home is transitioning to an electronic payroll process, implementing an automated shift call out system and will be starting the process to implement an electronic scheduling system. If you are someone who has initiative and embraces change and are interested in being part of an exciting journey, this is a great opportunity.

DUTIES:

- Assist with the completion of payroll bi-weekly/ daily for team members of the home.
- Assist with updating payroll records bi-weekly/ daily.
- Assist with the preparation schedules.
- Arrange for team member replacements on a daily basis as required for all departments, through an automated call out system
- Answer telephones
- Perform clerical duties including typing, filing, photocopying and other routine procedures.
- Be a team player, willing to take initiative and be part of the solution.
- Such other duties that may be assigned from time to time.

QUALIFICATIONS:

- Post-secondary school diploma in office administration, business or related program.
- Scheduling experience, preferably in a unionized 24/7 work environment.
- Proficient computer skills including Microsoft Word, Excel and Outlook.
- Knowledge of and experience with scheduling and payroll processes is considered an asset.
- Knowledge of and experience with electronic scheduling and /or automated call out systems is considered an asset.
- Strong computer skills with the ability to prioritize, and work efficiently and accurately.
- Strong interpersonal skills, patience, and the ability to effectively communicate with staff, as well as the ability to work with numerous interruptions.
- Flexible and adaptable to change (working / transitioning with manual to automated/electronic processes).

HOURS OF WORK: 7:30am – 3:30pm
8 shifts bi-weekly – 56 hours
(Paid based on Full-time annual salary of 1820 hours)

WAGE RANGE: \$24.08 per hour to \$28.17 per hour (includes % in lieu of benefits / vacation)

Please send resume and cover letter by email to careers@hastingscounty.com

Quote: Clerk II – 129 – “Your Name” in the subject line

CLOSING DATE: April 8, 2019

Yvette Fournier, CHRL

HR Advisor

Talent Management & Acquisition

“The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.”