

## **CITY OF HAMILTON**

### **CITY MANAGER'S OFFICE**

**(LOCATION – CITY HALL, 71 MAIN STREET WEST)**

**STRATEGIC PARTNERSHIPS & REVENUE GENERATION SECTION – LOCATION – HAMILTON FARMERS' MARKET – LOCATION – 77 YORK BLVD.)**

### **ADMINISTRATIVE CLERK -FARMER'S MARKET-CUPE 5167**

#### **SUMMARY OF DUTIES**

Reports to the Manager, Hamilton Farmer's Market, by providing secretarial and administrative duties for Manager, including confidential matters. Available to work flexible hours.

#### **GENERAL DUTIES**

Provides confidential administrative support to Manager, Hamilton Farmer's Market.

Assume responsibility for all routine administrative details within the administrative office

Process all incoming mail by sorting and distributing as appropriate, maintaining confidentiality when necessary to do so.

Operate office equipment such as fax machine and photocopy machine and provide support for equipment to staff.

Provide administrative duties related to the Board of Directors' monthly meetings such as meeting calendar invites, room booking, food & beverage, printing copies of agenda.

Receive via in person, phone or email inquiries about Market Hours, vendor information, lost & found, complaints, compliments and inquiries about Market stalls and carts.

Order & maintain office supply inventory for the department. Order and maintain cleaning supply inventory for the department.

Calls security for market situations.

Sells Market bags and other swag including recording of sale.

Maintain tidy presentation of the Market Office.

Perform other duties as assigned which are directly related to the duties of this position.

#### **QUALIFICATIONS**

1. Previous business experience in administrative duties normally acquired through a combination of education and relevant experience.

2. Previous customer service experience.
3. Thorough knowledge of business English, modern office practices and procedures.
4. Experience in a computerized environment. Proficiency in Word, Excel, MS Outlook, MS PowerPoint, Internet/Intranet.
5. Demonstrated attention to detail, time management, and multi-tasking skills.
6. Must possess initiative and good judgement.
7. Excellent communication skills to be able to relate readily to public, vendors, and staff; have a pleasant manner, have initiative and the ability to carry out instructions without detailed direction .

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE**