

## CITY OF HAMILTON

**CITY MANAGER'S OFFICE**  
**STRATEGIC PARTNERSHIPS & REVENUE GENERATION SECTION – LOCATION – – HAMILTON FARMERS' MARKET)**

**ADMINISTRATIVE SUPPORT CLERK – CUPE 5167**  
**(1 TEMPORARY PART TIME POSITION)**

### **SUMMARY OF DUTIES**

Reporting to the Market Manager, the Administrative Support Clerk performs the necessary administrative duties related to the operation of the Hamilton Farmers' Market and acts as a resource person for the public, stallholders and staff of the Hamilton Farmers' Market, and the division.

### **GENERAL DUTIES**

Receive the public and answer the telephone in a polite and courteous manner.

Respond to the general public in regards to Market programs and refers, if required, inquiries, complaints and problems to the appropriate supervisor or other appropriate program staff.

Operate office equipment including point of sale, copier, fax machine, computer, printer and voice mail.

Ensure that common office and equipment supplies are ordered on a timely basis.

Assist with the distribution and processing of incoming and outgoing mail.

Input and maintain basic data using Excel software and spreadsheets as directed.

Review and prepare invoices for signature to ensure accuracy of amounts, job codes, purchase order numbers, tenders, requests for proposal and quotation numbers, follow up any discrepancies with appropriate staff, contractor or consultant.

Photocopy reports and facility information for staff.

Prepare documents as directed.

Maintain bulletin boards and information centres.

Monitor the lobby area and secure work area when leaving the reception area.

Assist in the preparation of flyers, brochures and other promotional materials.

Maintain a clean, safe and tidy work area.

Take, transcribe and distribute minutes of various section meetings.

Co-ordinate, schedule and arrange for meetings.

Work in accordance with provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Previous office experience related to duties listed above normally acquired by a combination of education and related work experience.
2. Above average interpersonal and communication skills required. Must be cognizant and respectful of confidentiality.
3. Must possess good verbal and written communication skills including proficiency in business English, spelling and grammar.
4. Previous experience working with general public would be an asset.
5. Experience in a computerized environment. Excellent working knowledge of Word, Excel, Microsoft Office XP with specialization in word processing and spreadsheet skills.
6. Working knowledge of database software. Knowledge of PeopleSoft would be considered an asset.
7. Must have initiative and the ability to carryout instructions without detailed direction.
8. Previous cash handling and balancing experience.

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

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